



USING MICROSOFT ACCESS WITH RCRAINFO

**RCRAInfo National
Implementer Training**

July - August, 2000

USING MICROSOFT ACCESS WITH RCRAINFO

Link Table
Pass-Through Query
Building a Query
Building a Report

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What you need:

- A computer (128MB or more RAM and sufficient hard drive space)
- Microsoft Office or Microsoft ACCESS (97 or 2000)
- SQL*Net or SQL*Plus
- 32 Bit Open Database Connectivity (ODBC)
- SecuRemote, if accessing RCRAInfo from outside EPA
- Good basic knowledge of SQL:

SELECT * FROM table_name WHERE condition(s)

- Good Knowledge of Microsoft ACCESS
 - Building Tables
 - Building Queries
 - Building Reports
- Good knowledge of RCRAInfo tables and relationships (links)

Getting started:

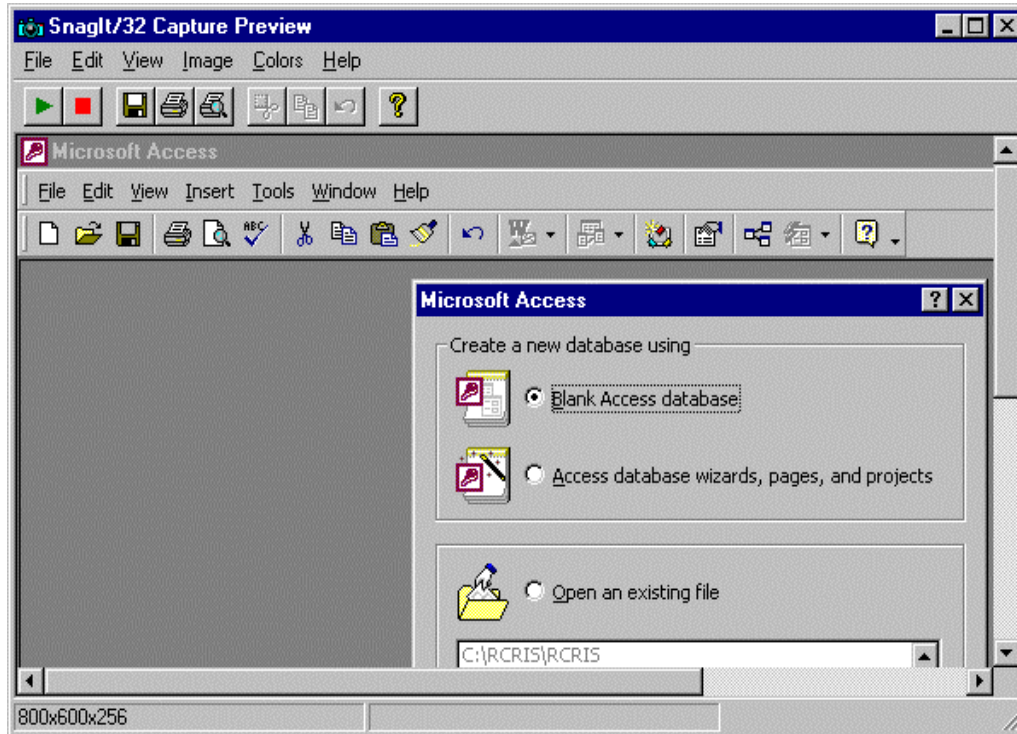
- ✓ Install all programs needed onto computer.
- ✓ Set up SQL*Net or SQL*Plus, ODBC, and SecuRemote
- ✓ Have copies of RCRAInfo Table Structures handy
- ✓ Know RCRAInfo relationships (links).

Microsoft ACCESS offers two methods for accessing SQL database tables or data from “external” ODBC sources. In Microsoft ACCESS, they are called Link Tables and Pass-Through Query, both best used to import data into ACCESS data tables within an ACCESS database.

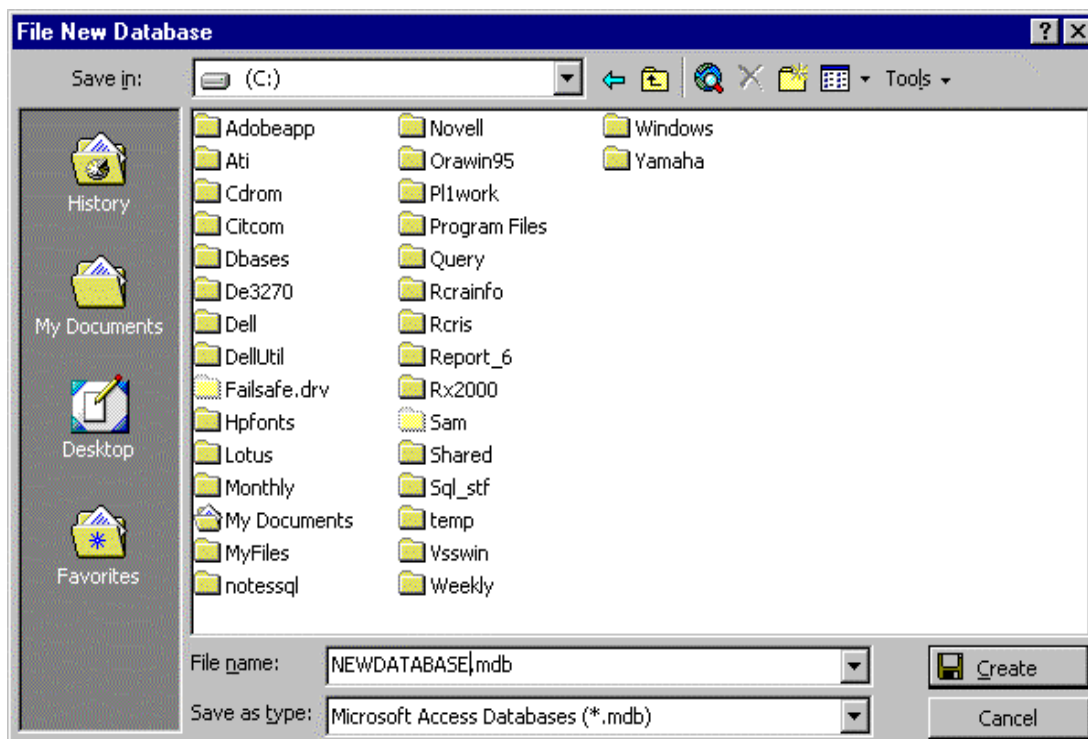
NOTE: ACCESS does not work using “Link Table” or the “Pass-Through” Query to access data directly from external tables. It is best to import the external data into ACCESS data tables if you wish to build Queries and Reports.

Setting up a new Microsoft ACCESS database:

Start ACCESS and click Blank Access database:

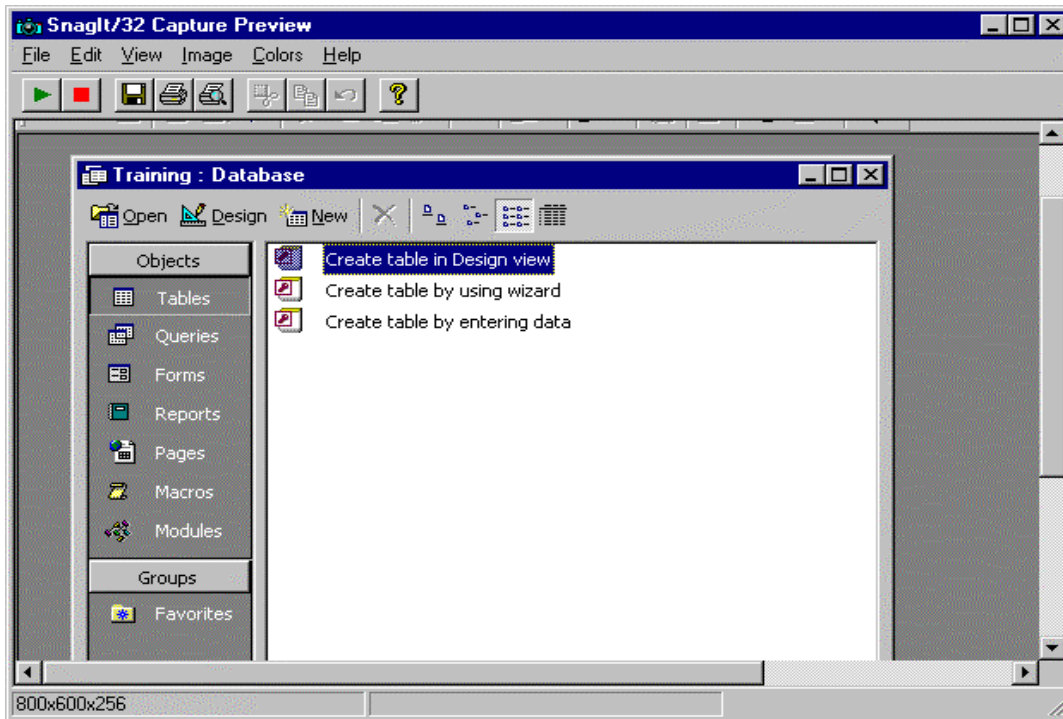


Name your new database and click Create:

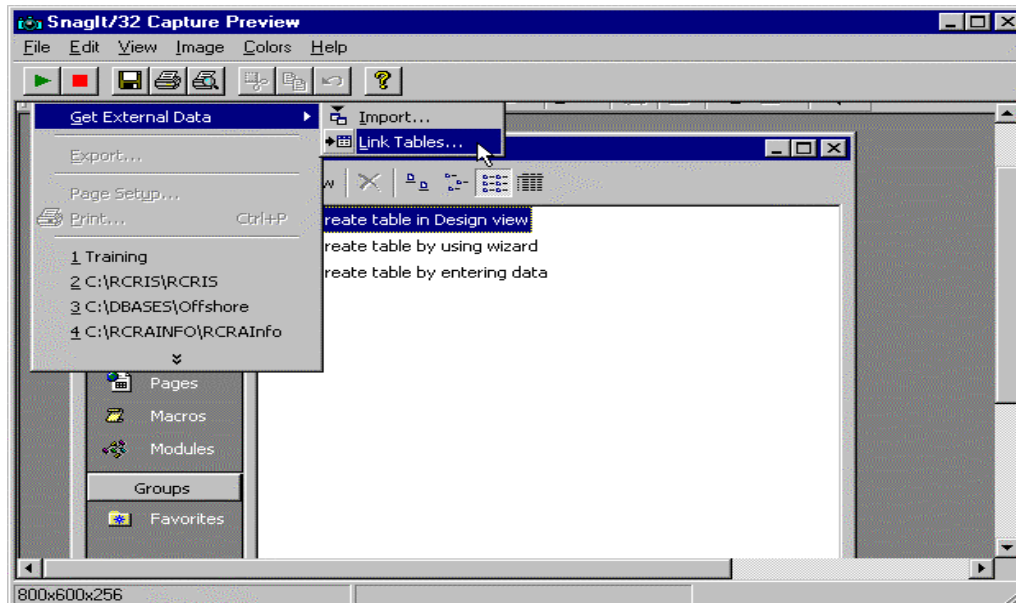


Link Table:

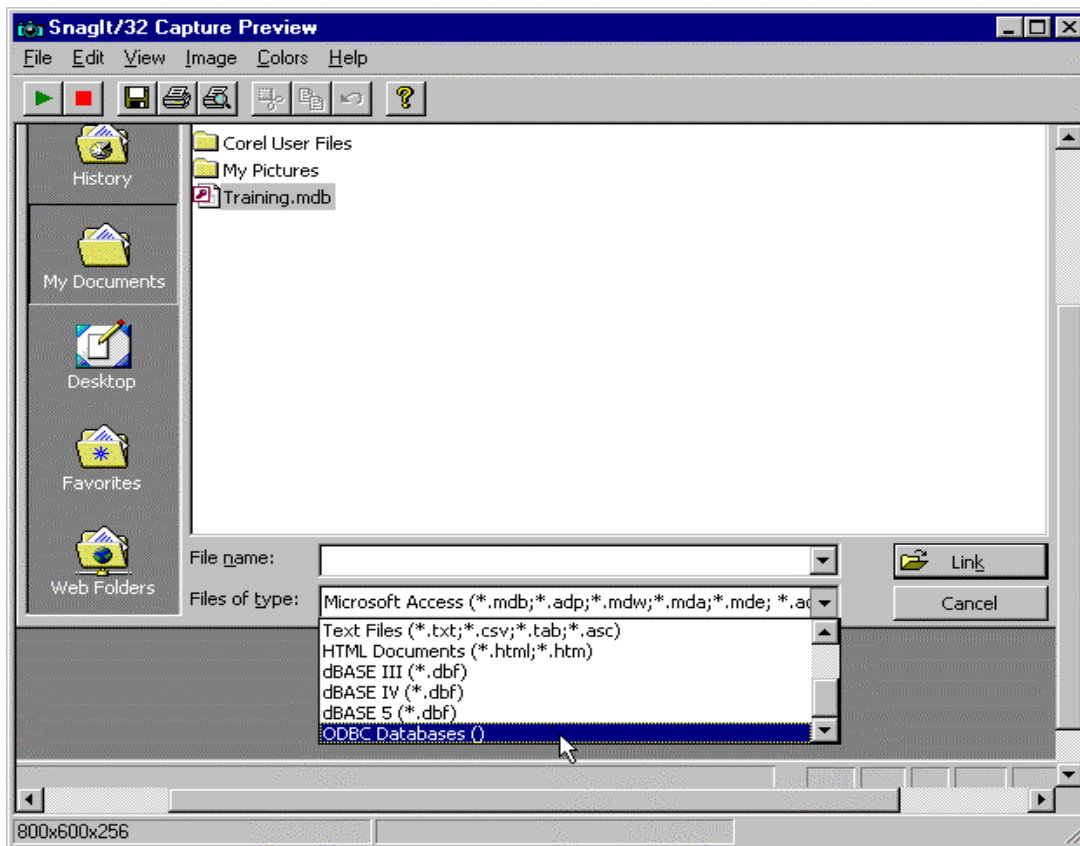
Log onto MS ACCESS, and click Tables:



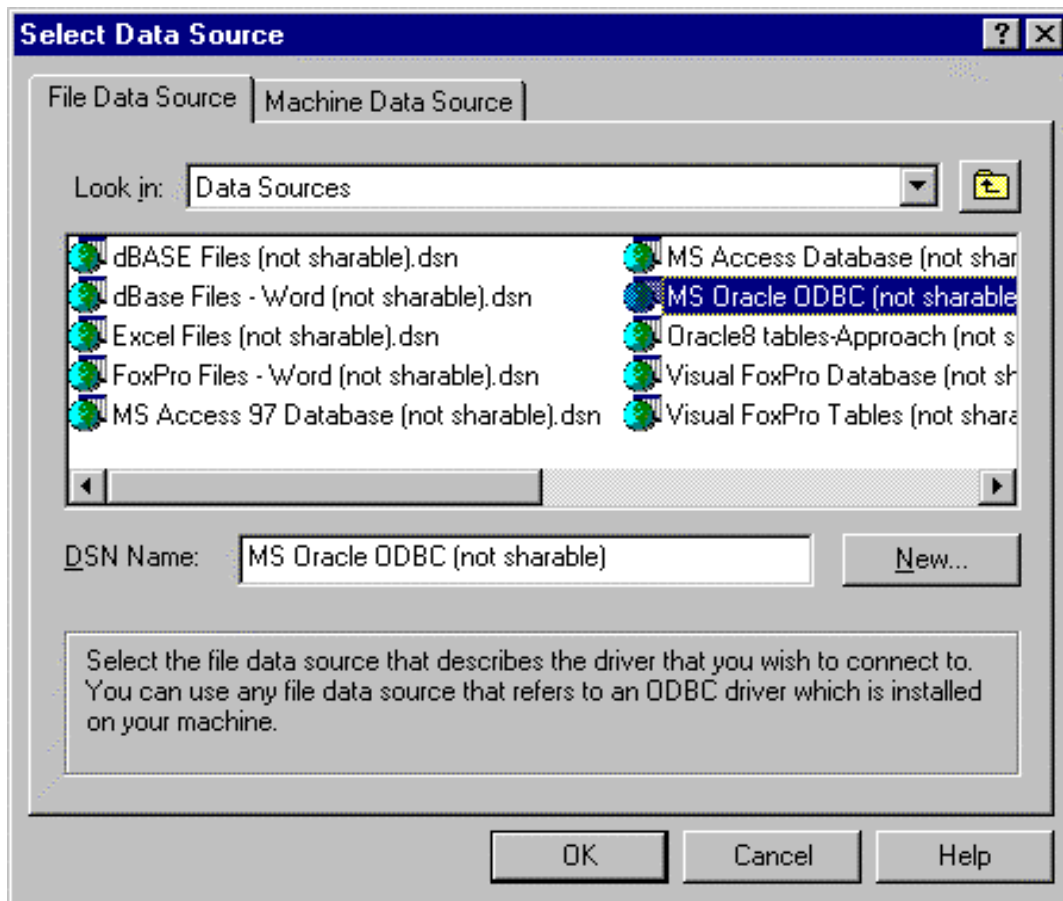
Click ➔ File ➔ Get External Data ➔ Link Tables:



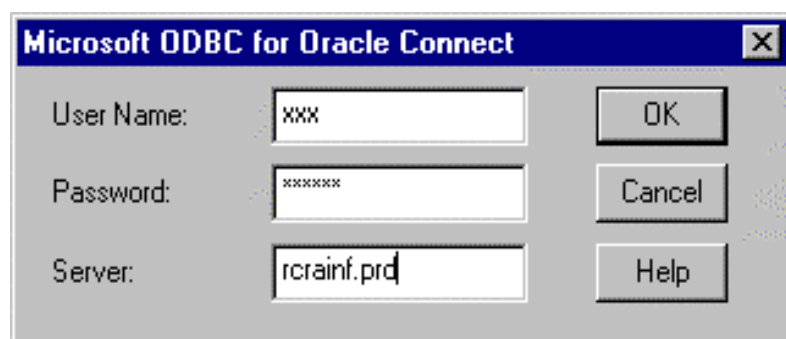
In “Files of type:” , select “ODBC Databases ()”



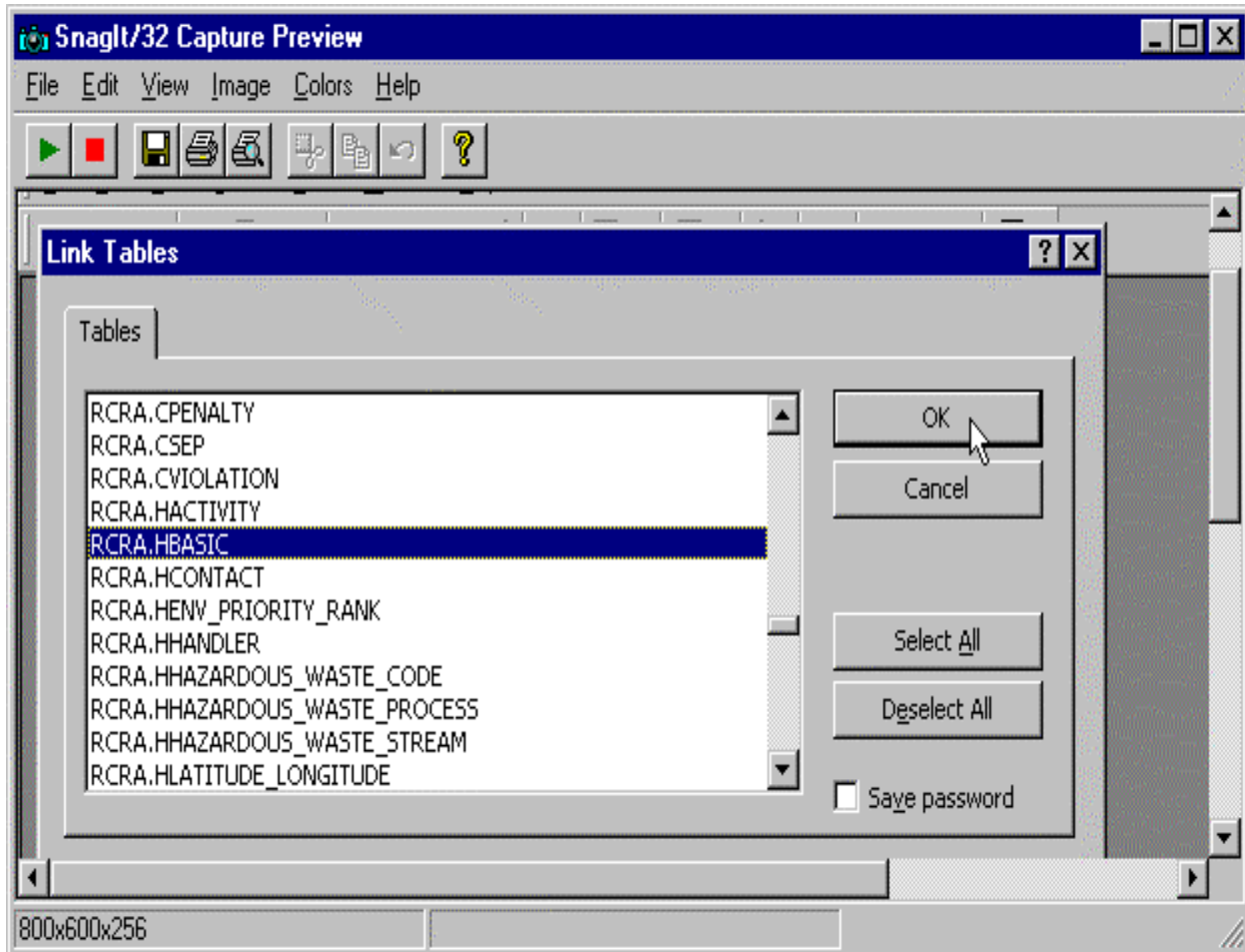
Select your ODBC connector:



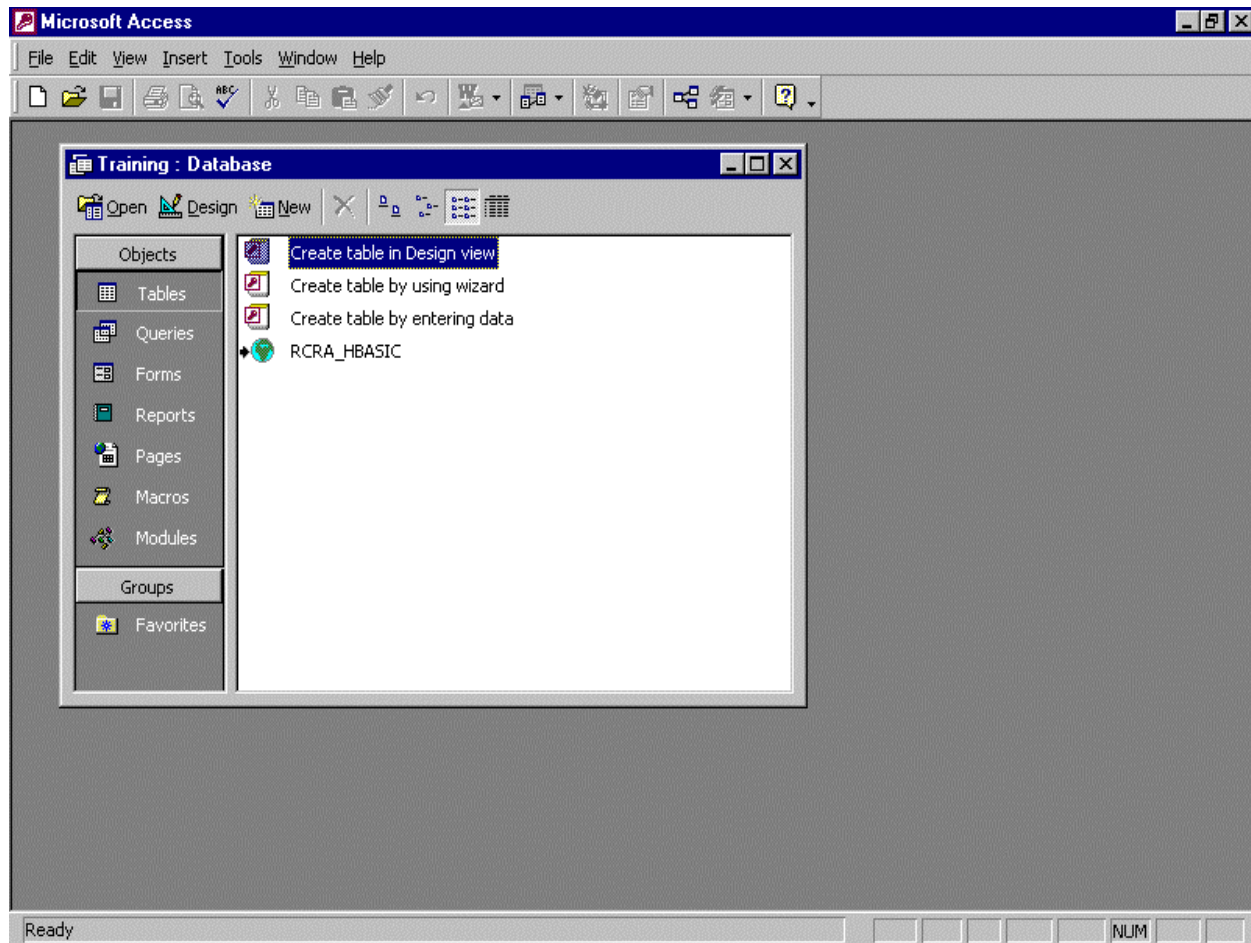
And enter the appropriate User ID, Password and Server information:



When connected to RCRAInfo, scroll down to the table you desire, select and click OK:

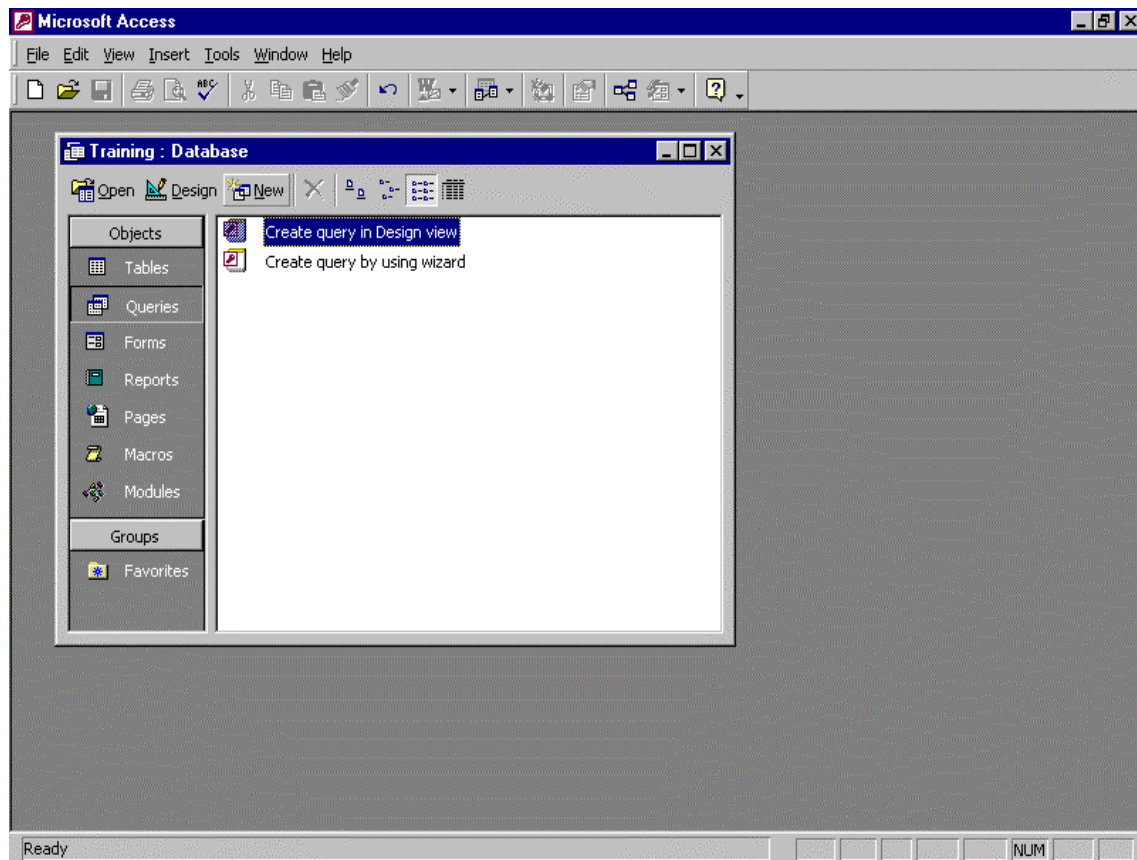


After the link has been established, you will see the Table name in your ACCESS Tables box with an Arrow and Globe:

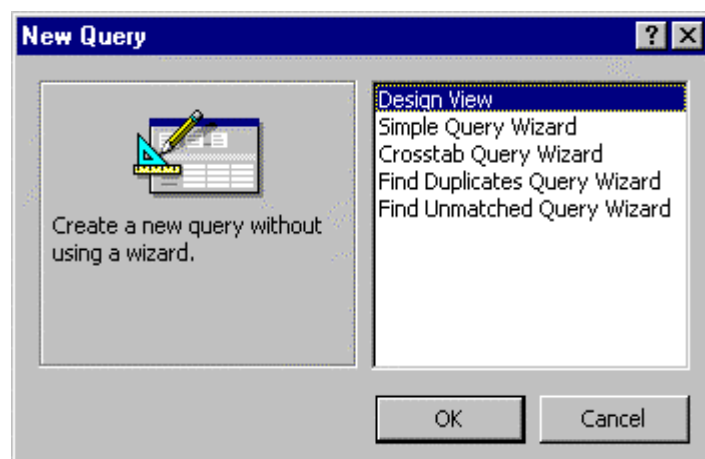


Extracting data/building tables using Link Table and Queries feature:

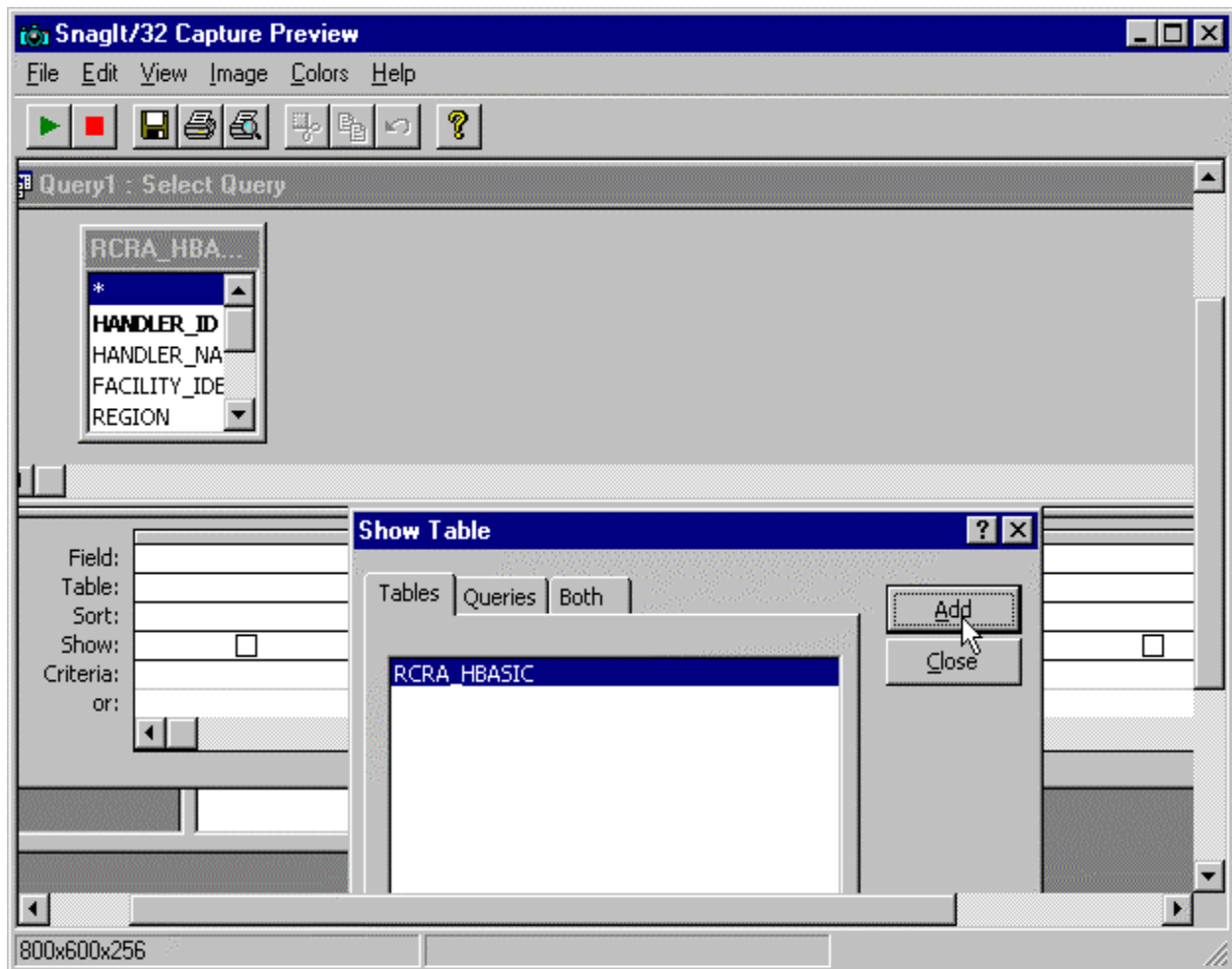
Select Queries → New:



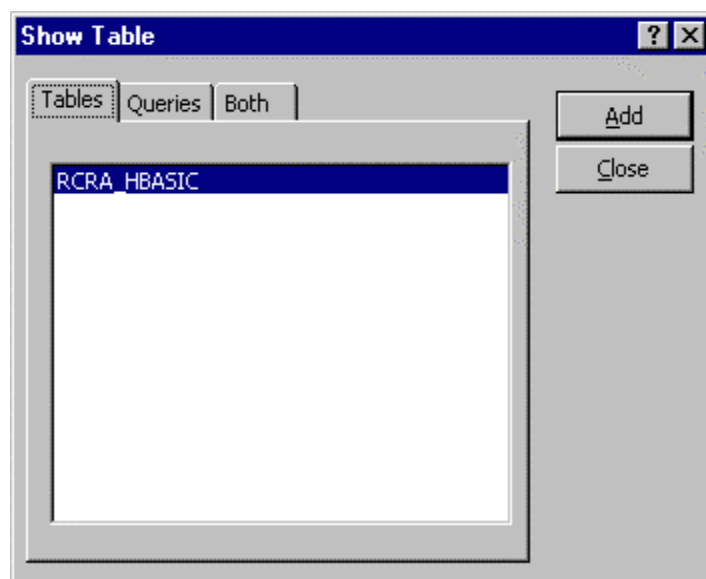
Select Design View and click OK:



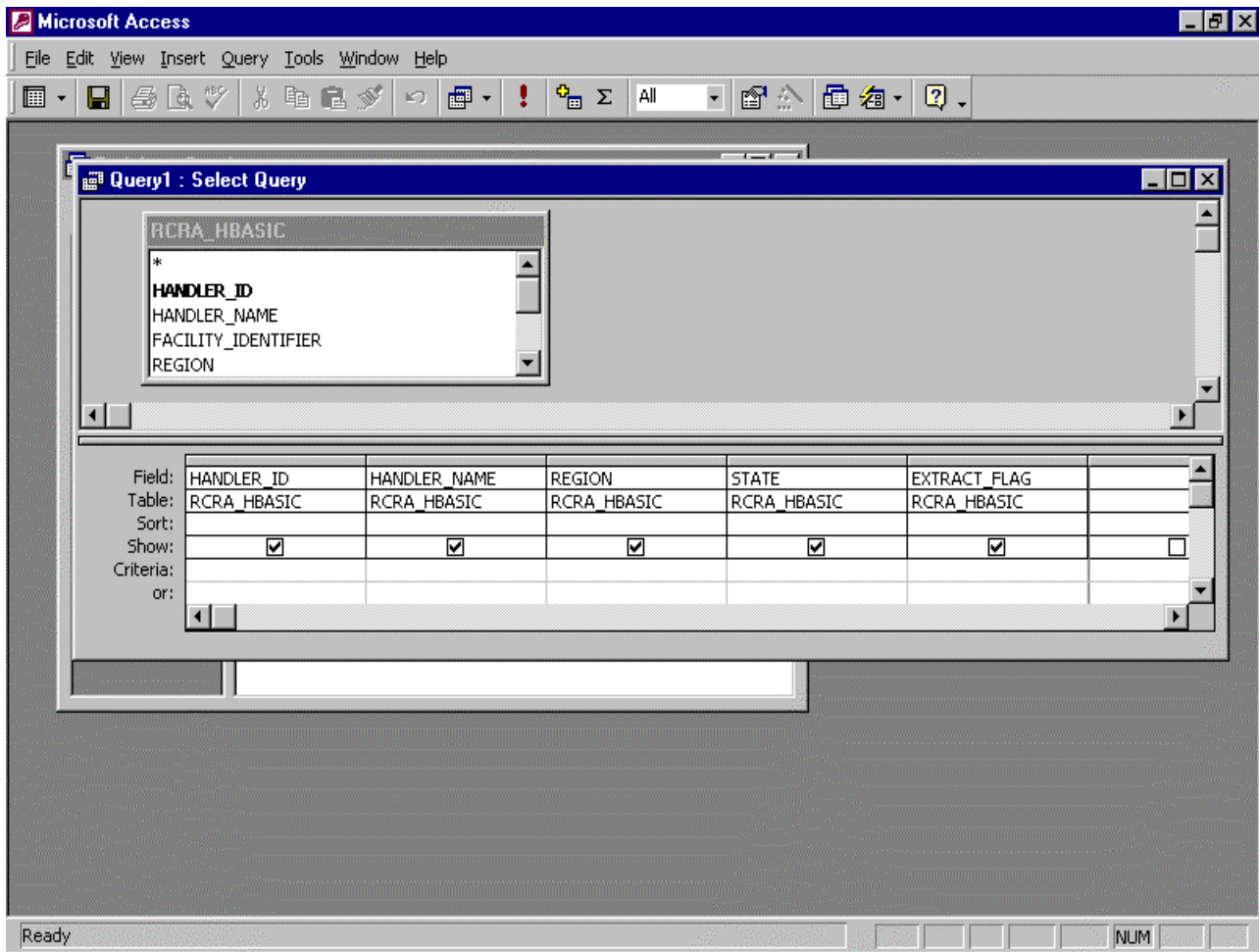
Select the table you desire and click ADD.



When the Table box appears in the “Select Query” area, click Close on the Show Table box.



Choose the fields you wish to extract or the Asterisk (*) for all fields.



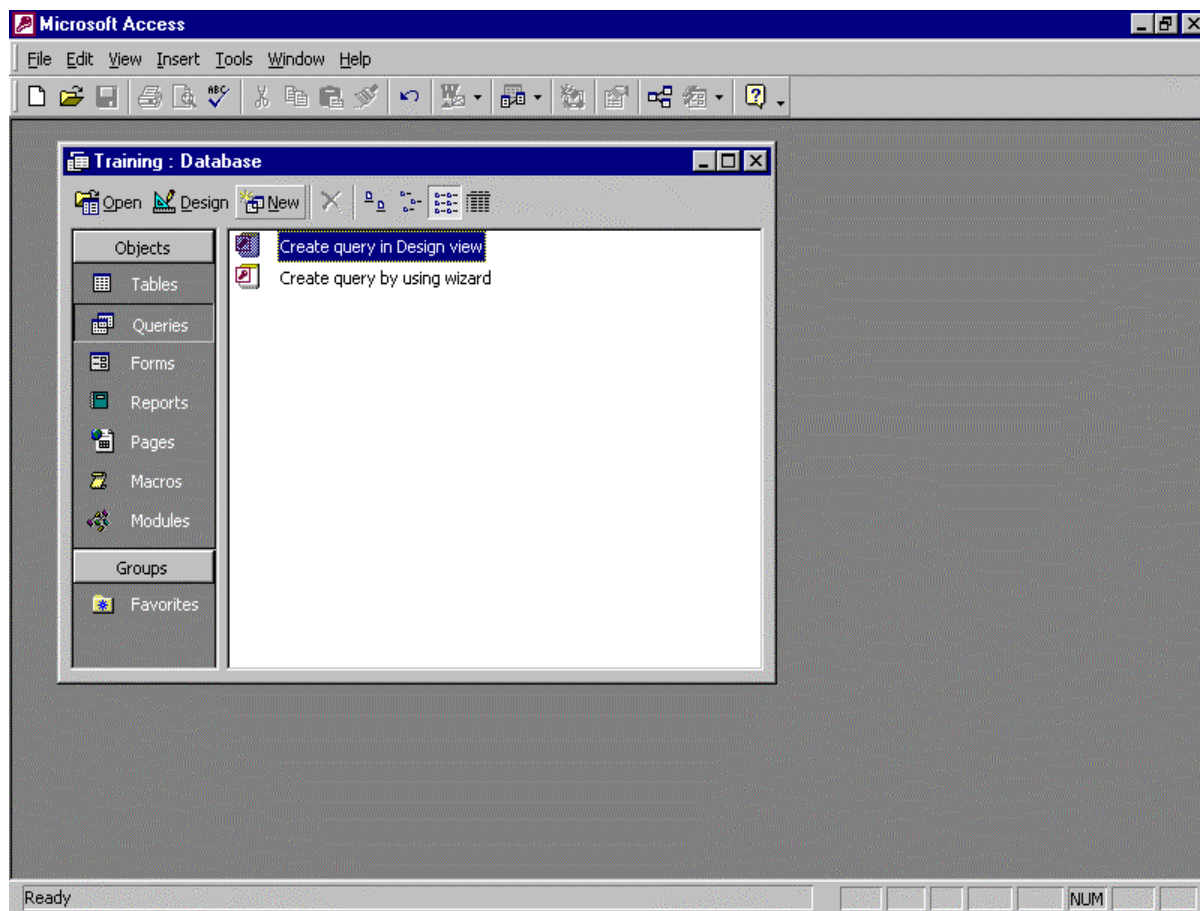
On the Tool Bar, click the Exclamation Point (!), to run your query.

Building a table will be covered later in this presentation.

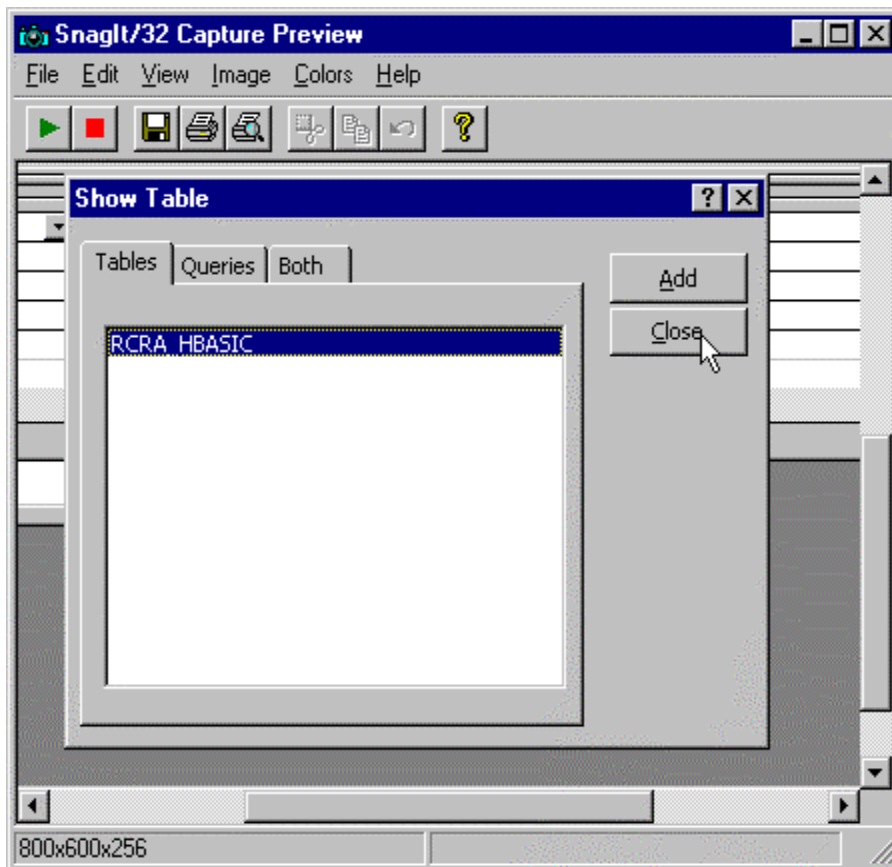
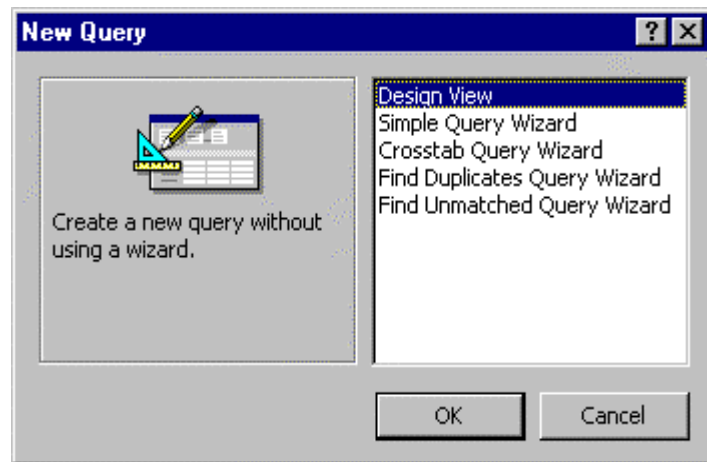
The Pass-Through Query

A Pass-Through Query is a Microsoft ACCESS query that uses the ODBC to access and get data from external data sources

After starting ACCESS, click on Queries ➔ New:

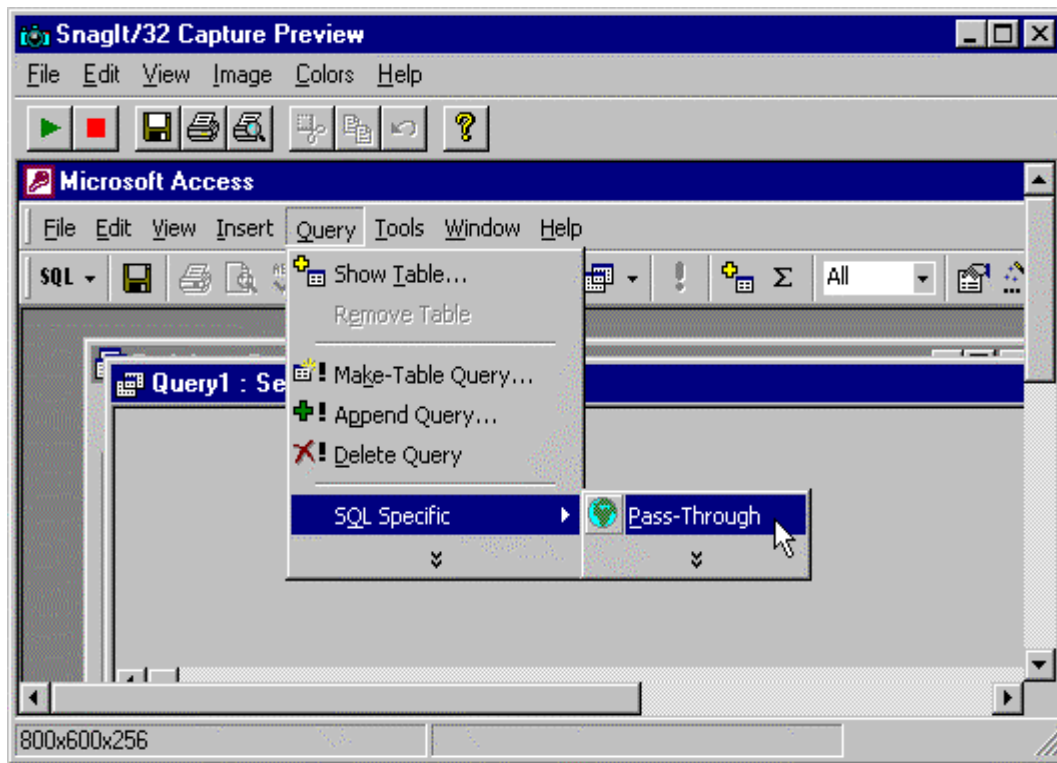


Select Design
View:

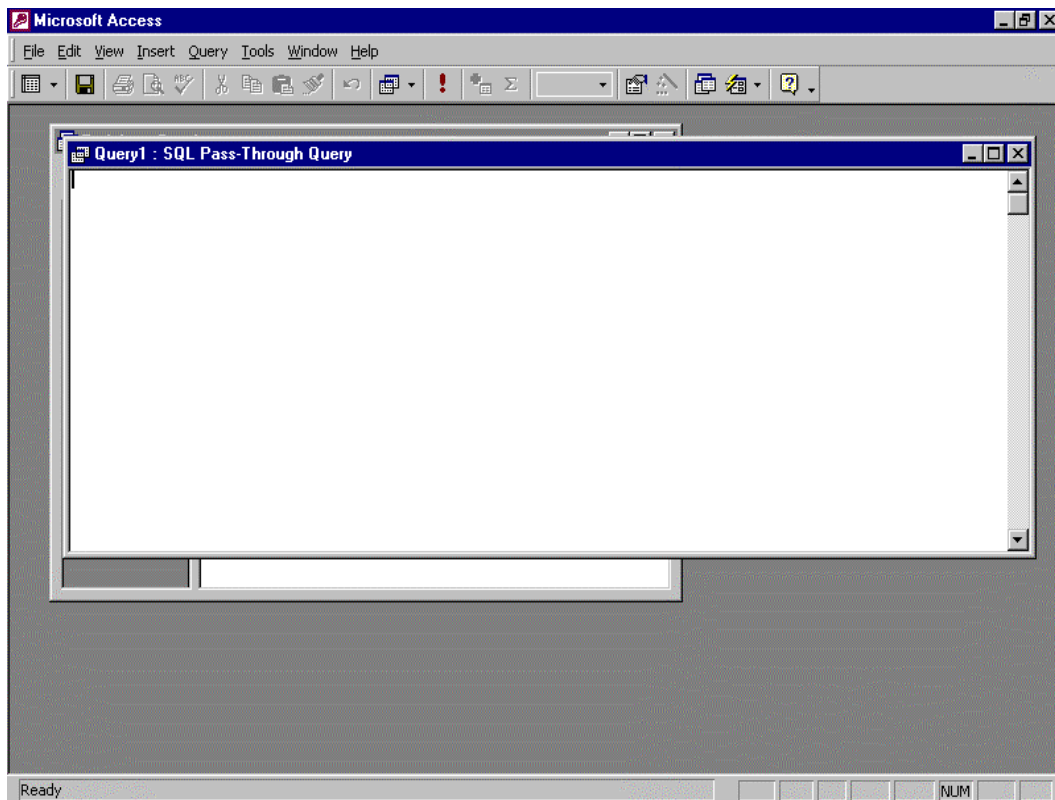


Close the Show
Table box.

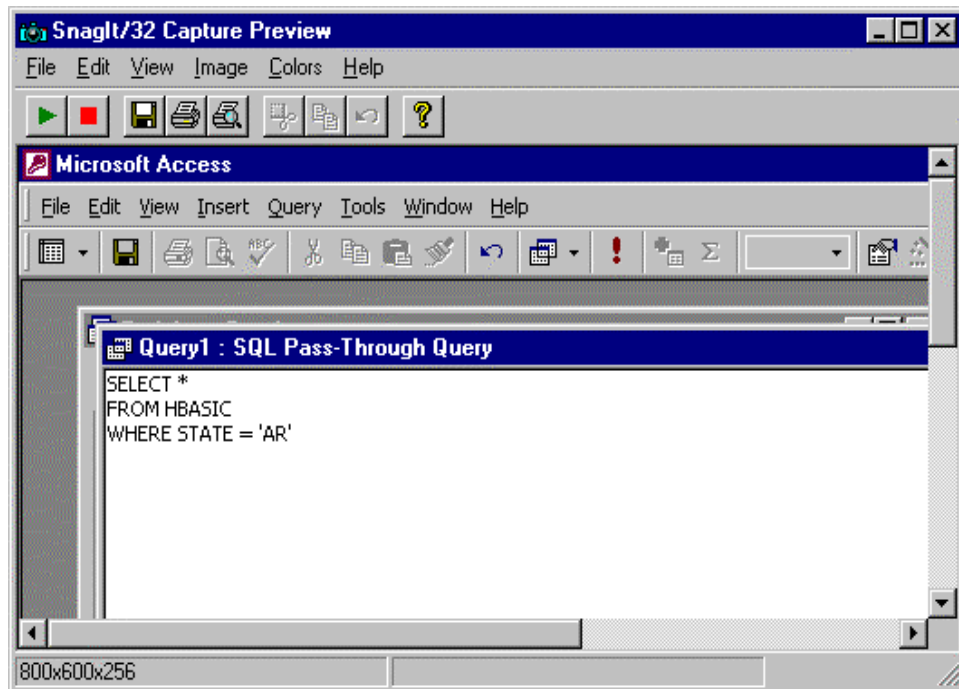
On the Tool Bar, select Query ➔ SQL Specific ➔ Pass-Through



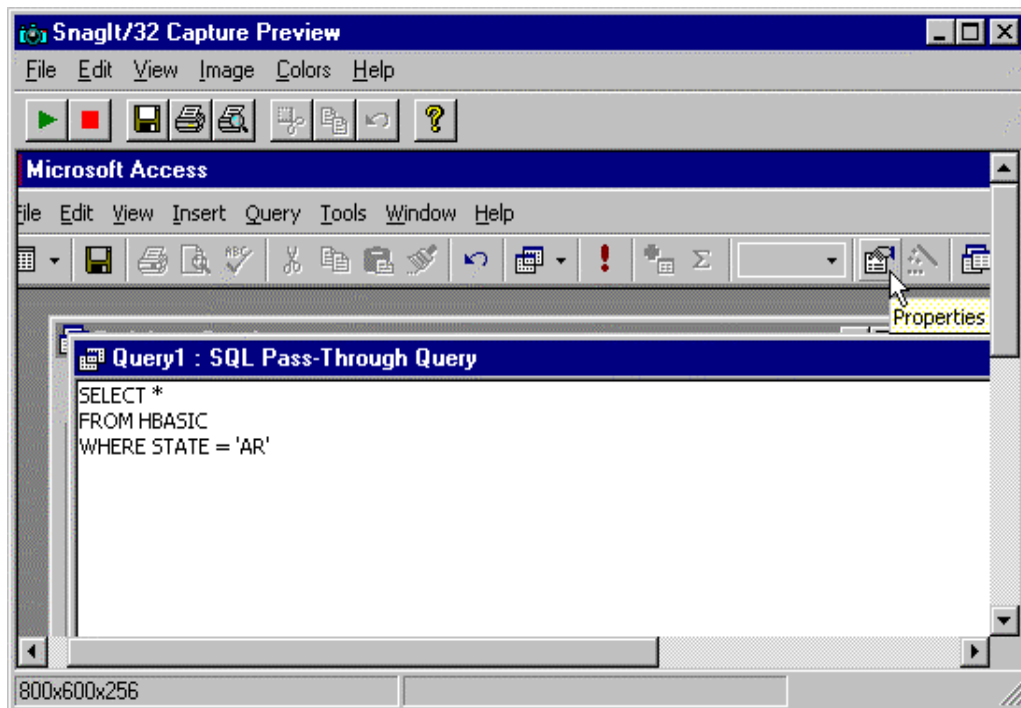
You then get a blank SQL Pass-Through screen:



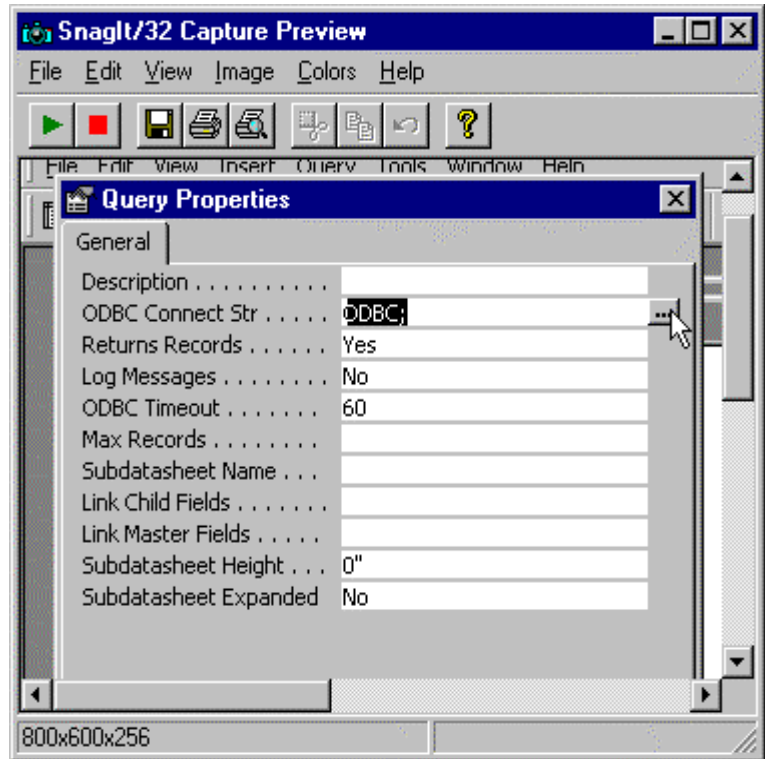
Enter your SQL statement in the Pass-Through Query box:



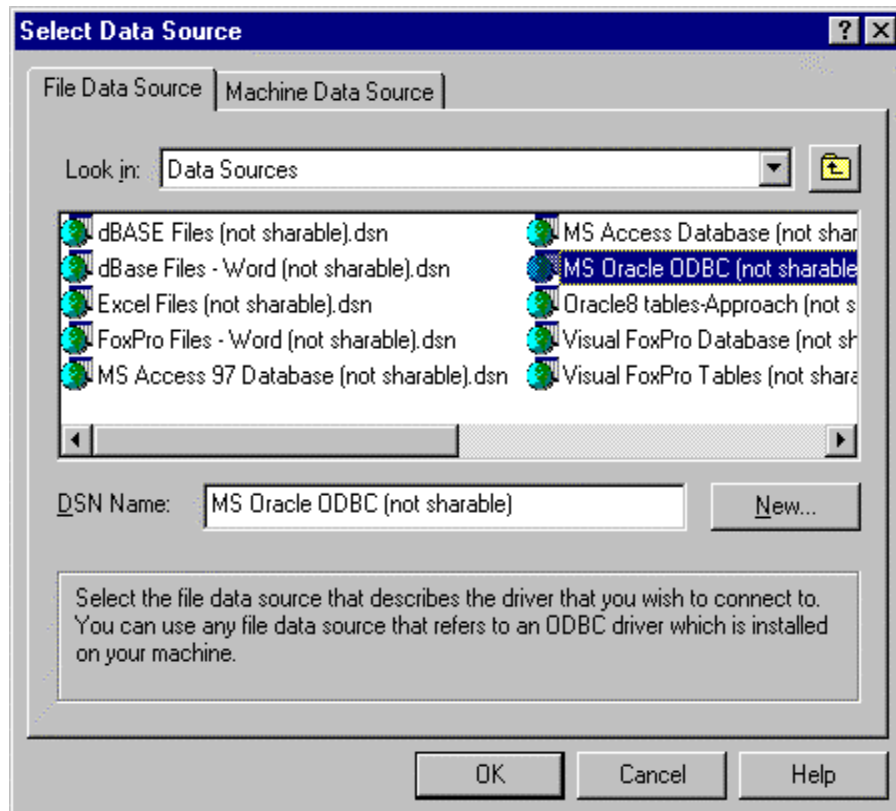
On the Tool Bar, select the Properties icon:



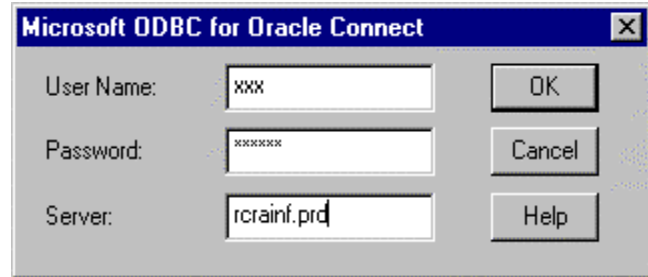
Click in the gray area to the right of the ODBC Connect Str box:



Select your ODBC connector:



Enter the appropriate User ID,
Password, and Server information



A screenshot of the 'Microsoft ODBC for Oracle Connect' dialog box. It has a blue title bar with the text 'Microsoft ODBC for Oracle Connect' and a close button (X). The dialog contains three input fields: 'User Name:' with the text 'xxx', 'Password:' with the text 'xxxxxx', and 'Server:' with the text 'rcrainf.prd'. To the right of these fields are three buttons: 'OK', 'Cancel', and 'Help'.

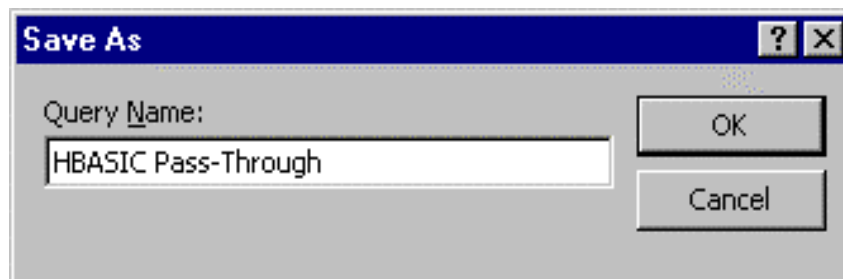
Click OK.

You will be asked if you wish to “Save the password in the connection string?”

Answer Yes.

Close the Query Properties box

The Pass-Through Query is now set up. Save the query with an appropriate name, such as the Table name and the words “Pass-Through”:

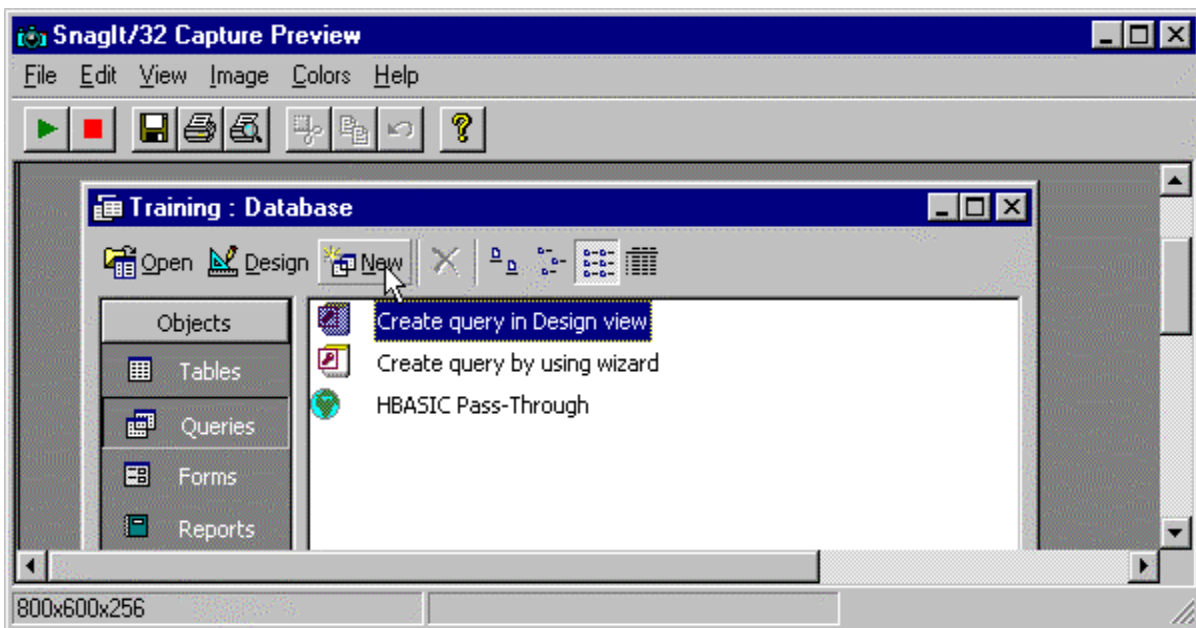


A screenshot of the 'Save As' dialog box. It has a blue title bar with the text 'Save As' and buttons for help (?) and close (X). The dialog contains a label 'Query Name:' followed by a text input field containing the text 'HBASIC Pass-Through'. To the right of the input field are two buttons: 'OK' and 'Cancel'.

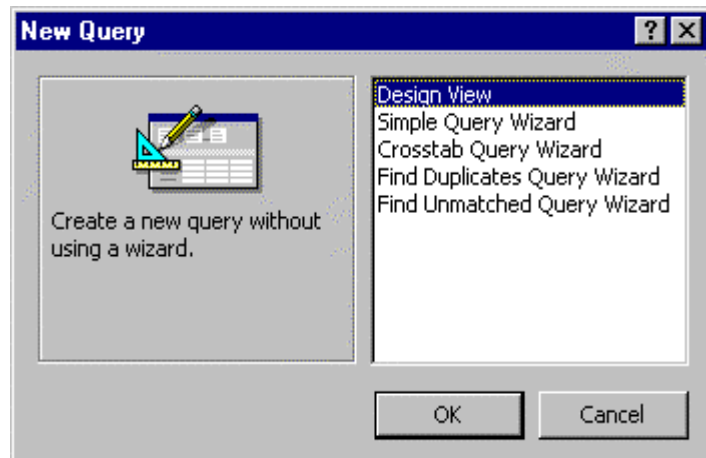
Building tables / extracting data using the Link Table or Pass-Through query:

To build a table, you must use the Make-Table feature of Queries.

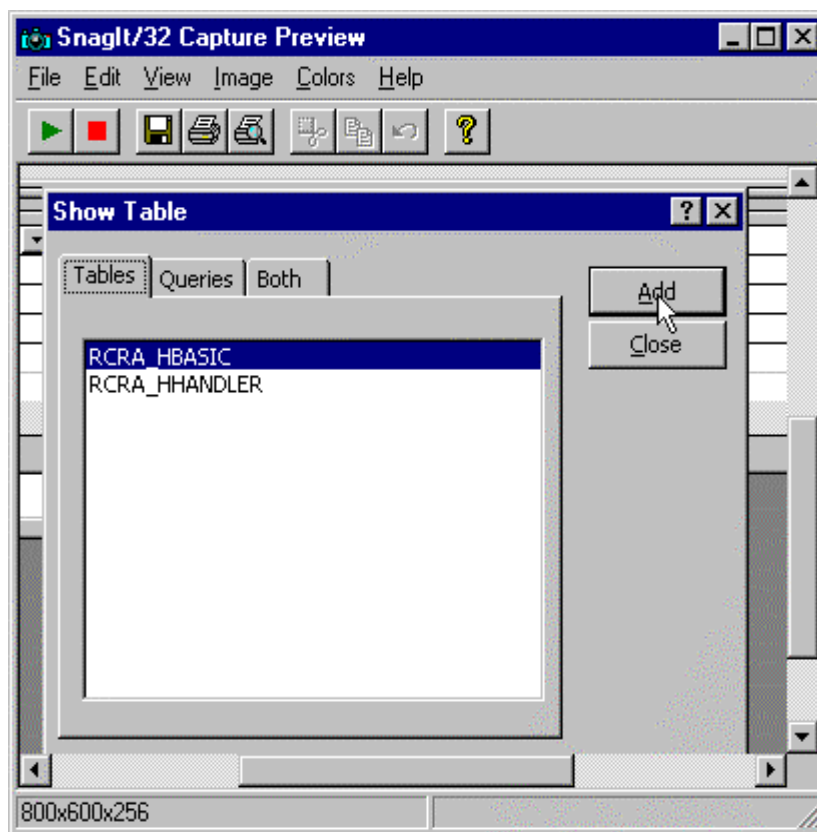
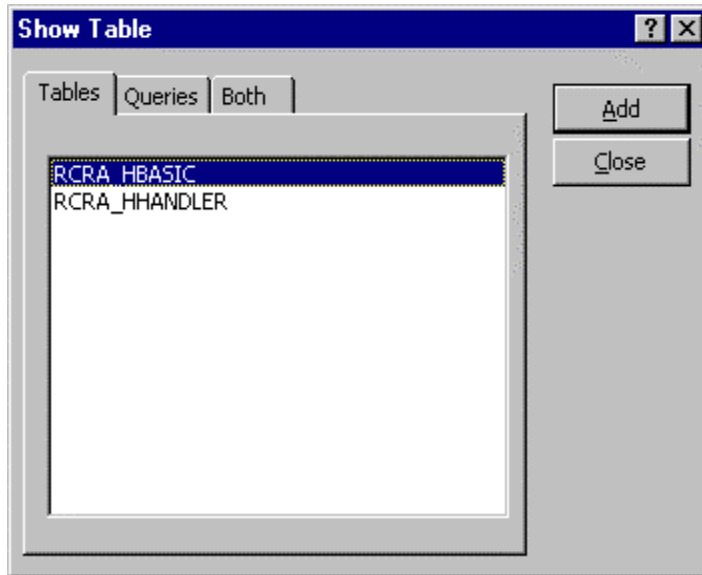
Click on Queries → New:



Select Design View:



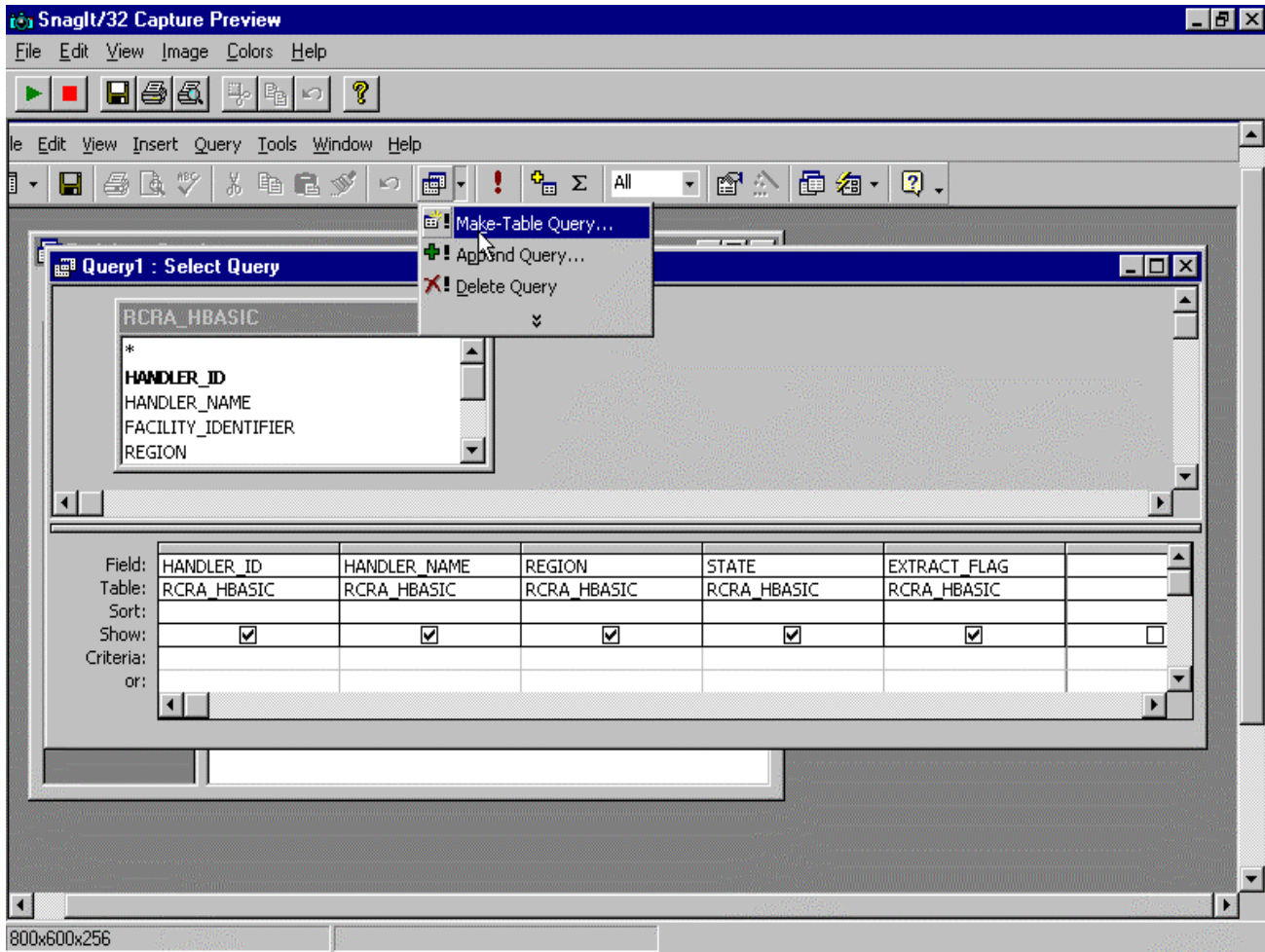
Select either “Tables” or “Queries” in the Show Table box, depending on whether you choose to use a Linked Table or a Pass-Through query.



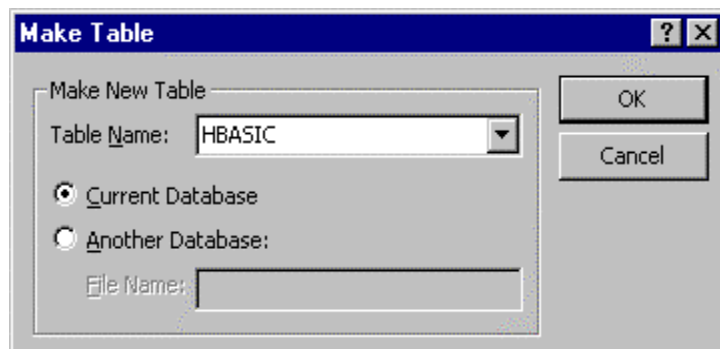
In this example, we'll use the link to HBASIC. Choose the appropriate item and click Add.

When the the table box appears in the Select Query area, close the Show Table box.

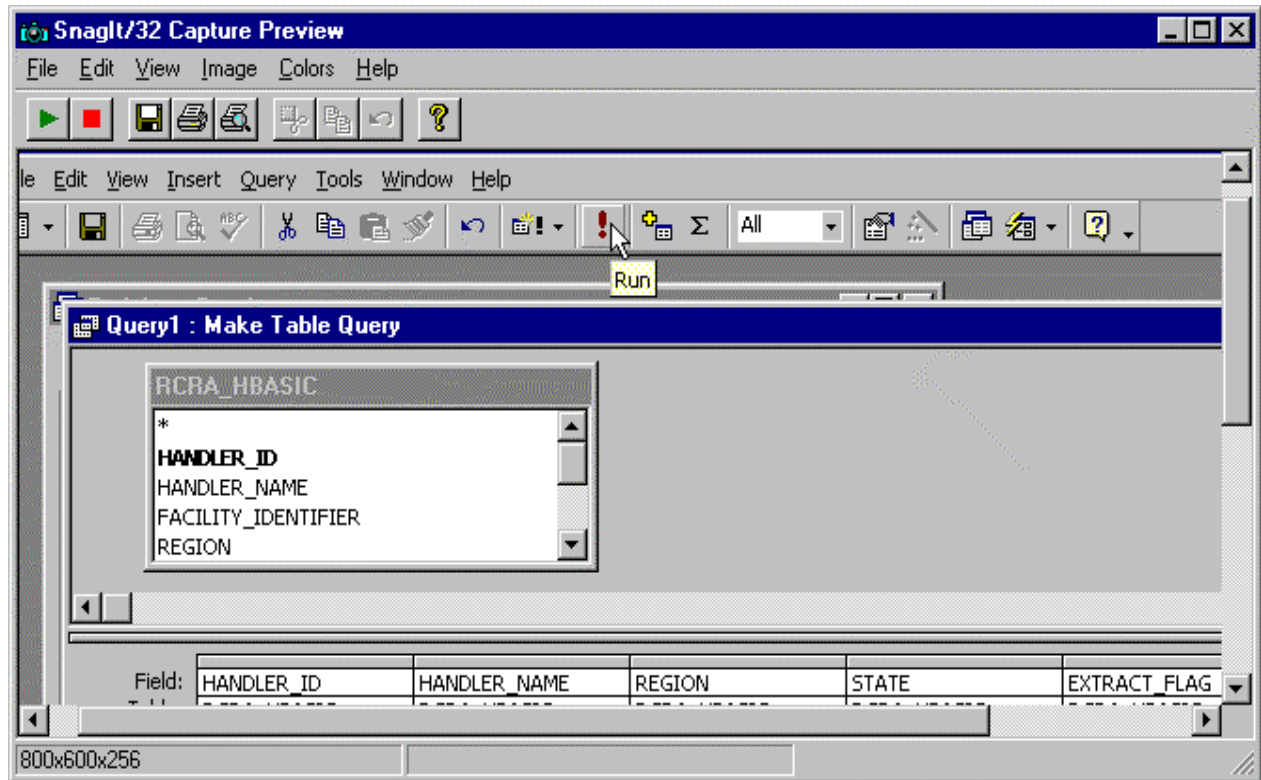
As before, select the field(s) you desire to pull, or the “*”. After setting any criteria and/or sort conditions, click the Query Type icon on the Tool Bar and select Make-Table Query



You will be asked to name the table you are making. After naming your table, click OK.



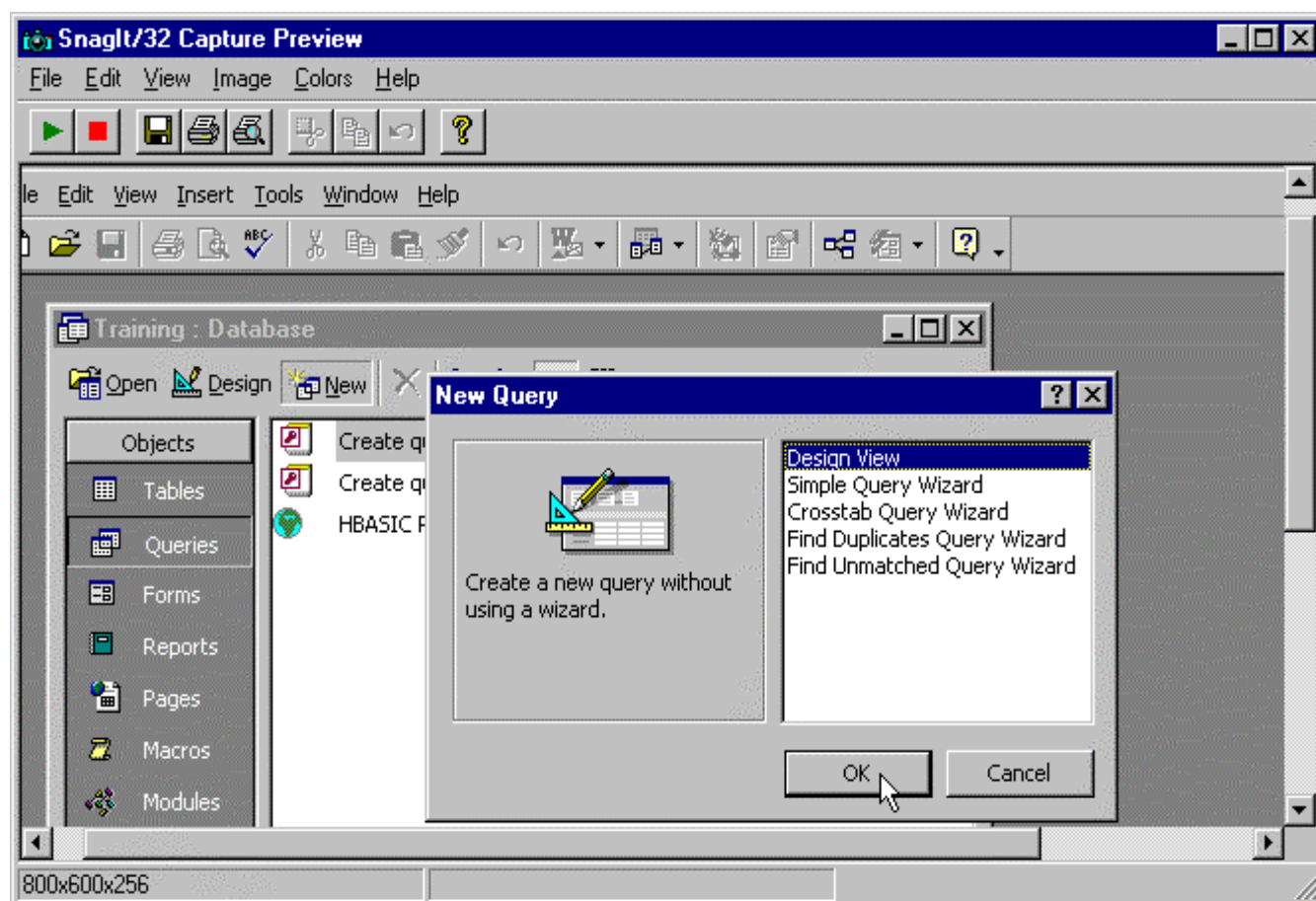
To run your query and make the new table, click the Exclamation Point on the Tool Bar.



This process retrieves the data from RCRAInfo, and automatically sets up the Table Structure. You must use ACCESS's Queries and/or Reports feature to generate another query, and/or generate a report, particularly if you are going us more than one table.

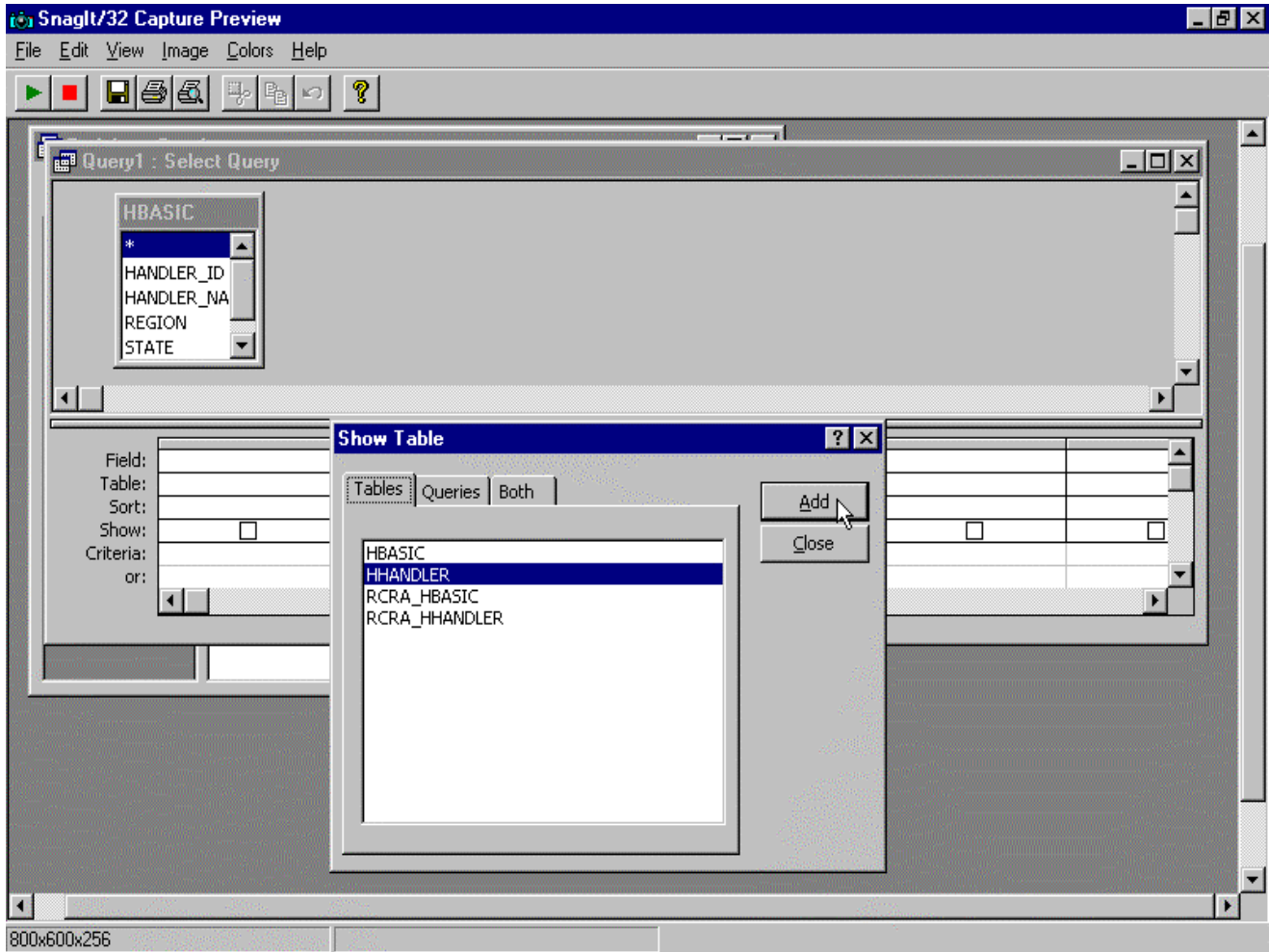
Building a Query

As you did when making a table, select Queries → New → Design View and click OK:



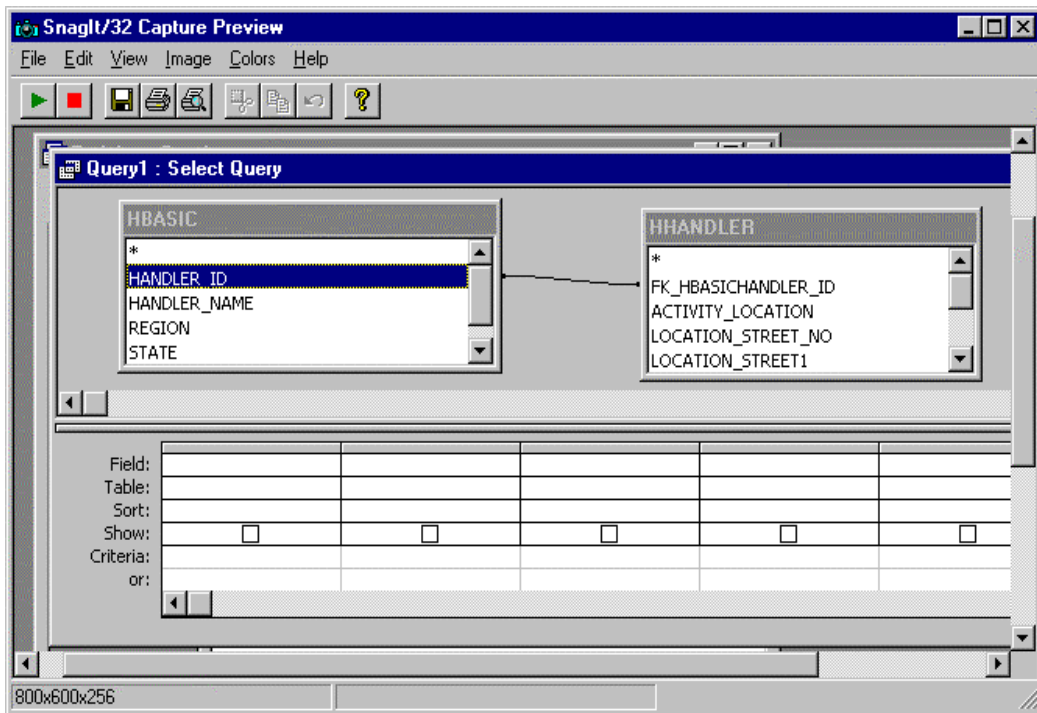
Select the ACCESS table(s) you wish to use, and click Add.

NOTE: Ensure you select the appropriate ACCESS table and not a “Link Table”.

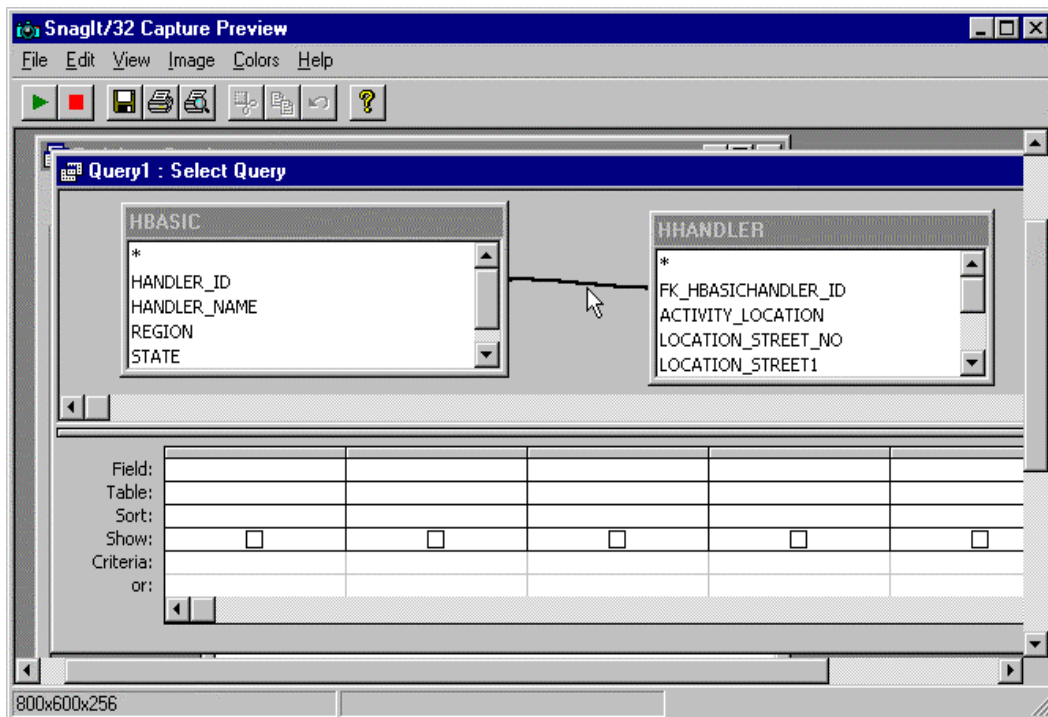


After selecting the table(s) you wish to use, and it/they appear in the “Select Query” area, click Close on the Show Table box.

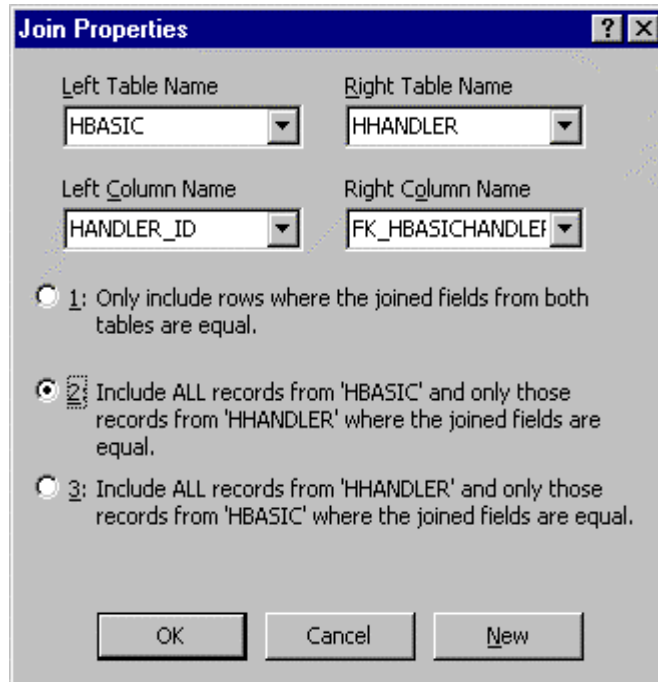
To link multiple tables, hold down the left mouse button and drag from the linkable field in one table to its related field in the other. Example HANDLER_ID in HBASIC to FK_HBASICHANDLER_ID in HHANDLER.



To define the relationship, double-click on the Link line:



In the Join Properties box, choose the appropriate relationship you desire and click OK.

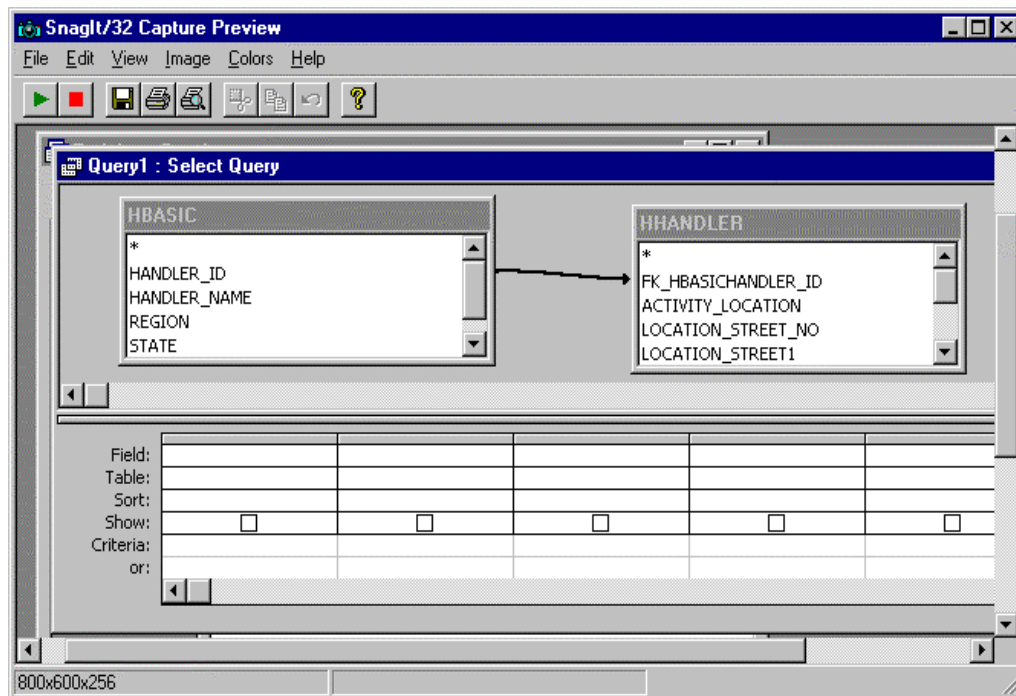


The 'Join Properties' dialog box is shown with the following settings:

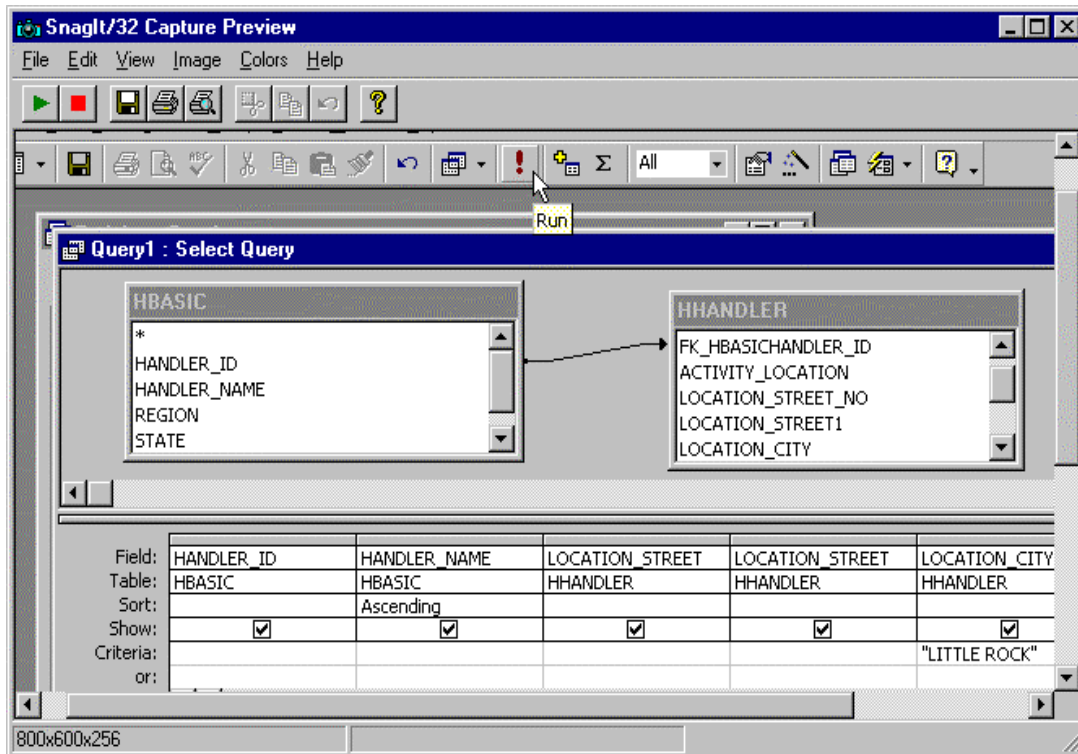
- Left Table Name: HBASIC
- Right Table Name: HHANDLER
- Left Column Name: HANDLER_ID
- Right Column Name: FK_HBASICHANDLER_ID
- Radio button 2 is selected: Include ALL records from 'HBASIC' and only those records from 'HHANDLER' where the joined fields are equal.

Buttons at the bottom: OK, Cancel, New.

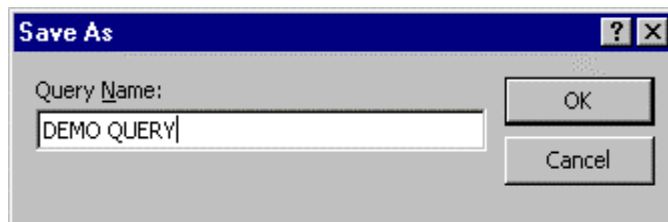
Note that the Link line changes to an arrow, pointing from one field to it's related field based on the property you assigned.



After selecting any criteria and/or sort you desire, click the Run icon (!):



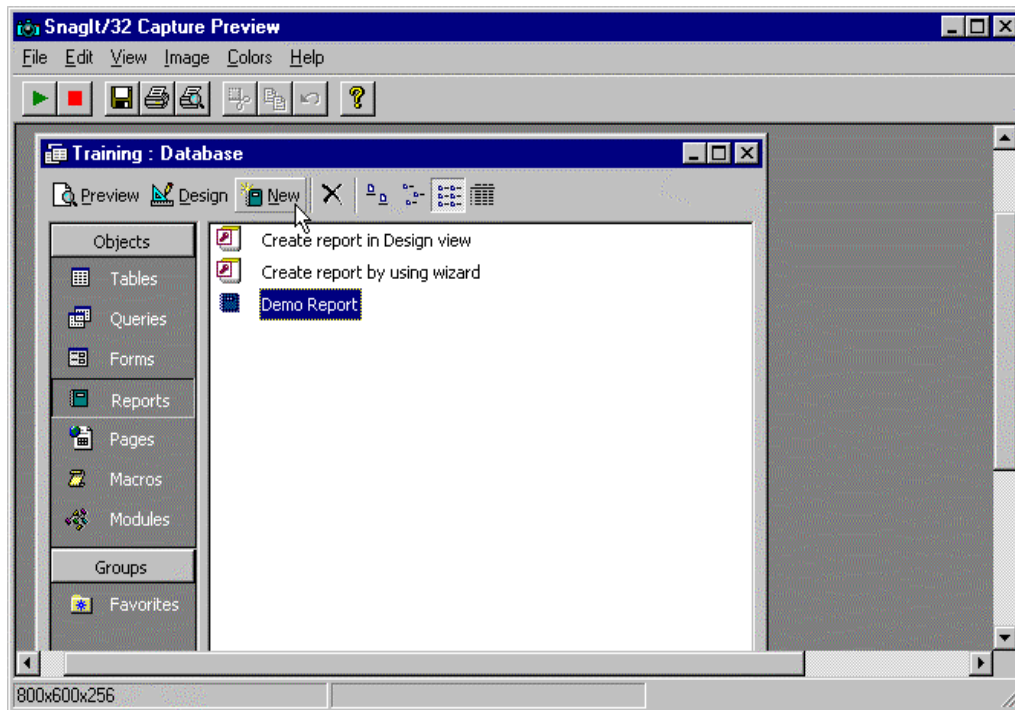
Save your query with an appropriate name.



Queries allow you be better qualify criteria, such as concatenating fields, using IF..THEN statements, etc.. Building a query first aids in generating a report.

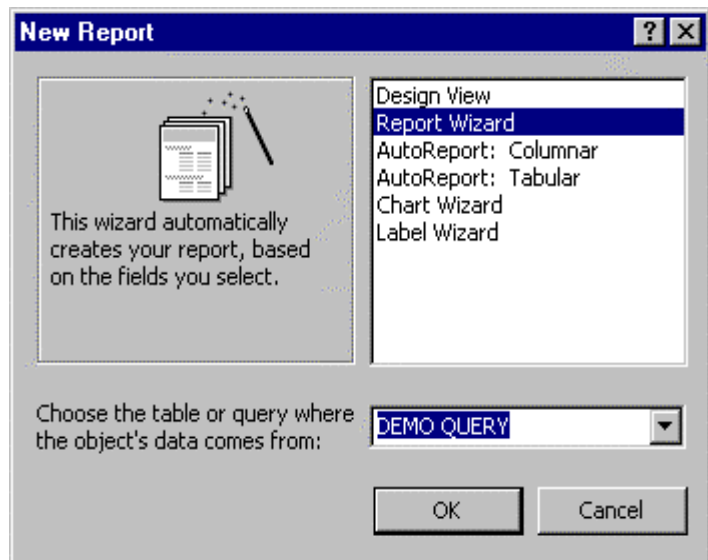
Building a Report

Select Reports → New.

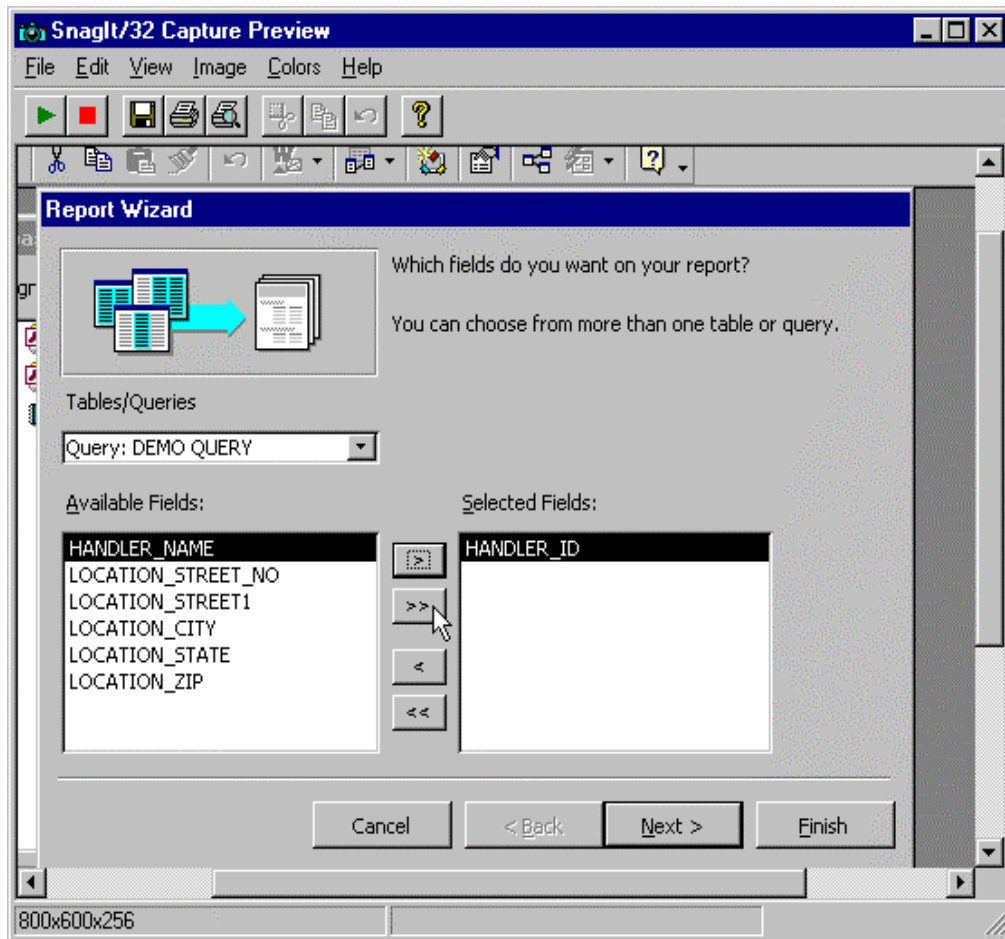


In the New Report box, select the report feature you desire, and the table or query name you are going to use. Click OK:

In this example, we are using Report Wizard to “automatically” build our report using the DEMO QUERY.

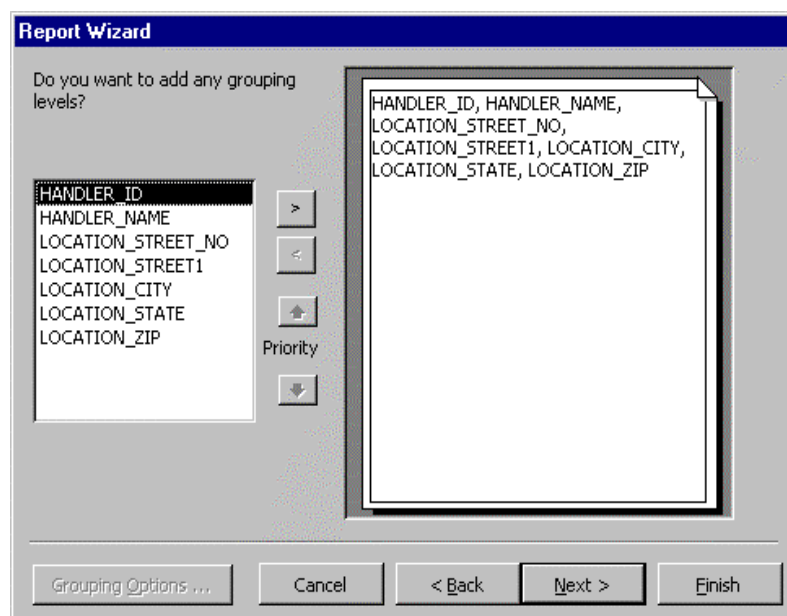


Select the fields you desire by double-clicking on the field name, or by using the arrows to move the field name(s). Then click Next.



You can add grouping level(s) to you report.

Click Next:



You can pre-select sorting.

Click Next:

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1 **HANDLER_NAME** [Ascending/Descending]

2 (None)

3 HANDLER_ID

4 HANDLER_NAME

LOCATION_STREET_NO

LOCATION_STREET1

LOCATION_CITY

LOCATION_STATE

LOCATION_ZIP

Cancel < Back Next > Finish

Report Wizard

How would you like to lay out your report?

Layout

☐ Columnar

☒ Tabular

☐ Justified

Orientation

☒ Portrait

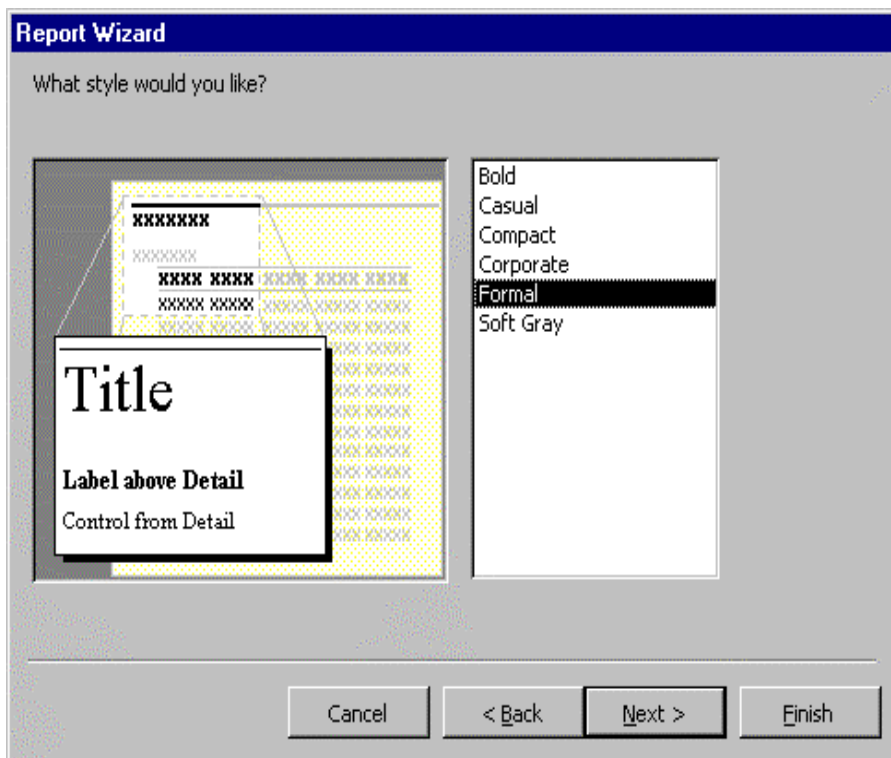
☐ Landscape

☒ Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

Select the basic Layout and Orientation you desire.

Click Next:



Choose a pre-built Style for your report.

Click Next.

Give your report a name:

Click Finish.



And . . .

The report generates.

Microsoft Access

File Edit View Tools Window Help

75% Close

Training : Database

DEMO REPORT

DEMO REPORT

HANDLER_NAME	HANDLER_I	LOCATION_STREET	LOCATION_STREE	LOCATION_CIT	LOCATION_STA	LOCATION_YI
123 CLEANERS	ARR000001008	12111	W MARKHAM STE 12	LITTLE ROCK	AR	72211
3M LITTLE ROCK ARCH ST Q	ARR00000804711		60TH & ARCH ST	LITTLE ROCK	AR	72209
3M LITTLE ROCK COLLEGE S	ARR0006316083		HWY 363 & 3M ROAD	LITTLE ROCK	AR	72206
A H ROBINS CO	ARR000002121	7201A	BOLTON ST	LITTLE ROCK	AR	72206
ABC BUILDING PRODUCTS	ARR0067663173	6902	BRODIE LANE	LITTLE ROCK	AR	72204
ABF FREIGHT SYSTEMS INC	ARR0981146143	3100	SPRINGHILL DR	LITTLE ROCK	AR	72221
ACE PLATING WORKS INC	ARR000001003	7613	W 12TH	LITTLE ROCK	AR	72204321
ACE SIGN CO	ARR0006312999	5312	PATTERSON RD	LITTLE ROCK	AR	72209
ADQ	ARR0932711280	2001	NATIONAL DR	LITTLE ROCK	AR	72209
ADQ EMBROIDERY RESPONSE	ARR000000141	2001	NATIONAL DR	LITTLE ROCK	AR	72209
ARQ INNOVATIONS INC	ARR0000082032	1034	E 6TH ST	LITTLE ROCK	AR	72202
AROMOTIVE AIR LINE SYS (ARR006317059	1033	HARRINGTON HWY 2001	LITTLE ROCK	AR	72204
ARCO STEEL	ARR093274119	1300	E 22ND ST	LITTLE ROCK	AR	72202
AGRICULTURAL SERVICES I	ARR0000006528	411	W DIXON RD	LITTLE ROCK	AR	72206

Page: 1

Ready

To modify the report's appearance, click the Design View icon on the Tool Bar:

Snagit/32 Capture Preview

File Edit View Image Colors Help

75% Close

Training : Database

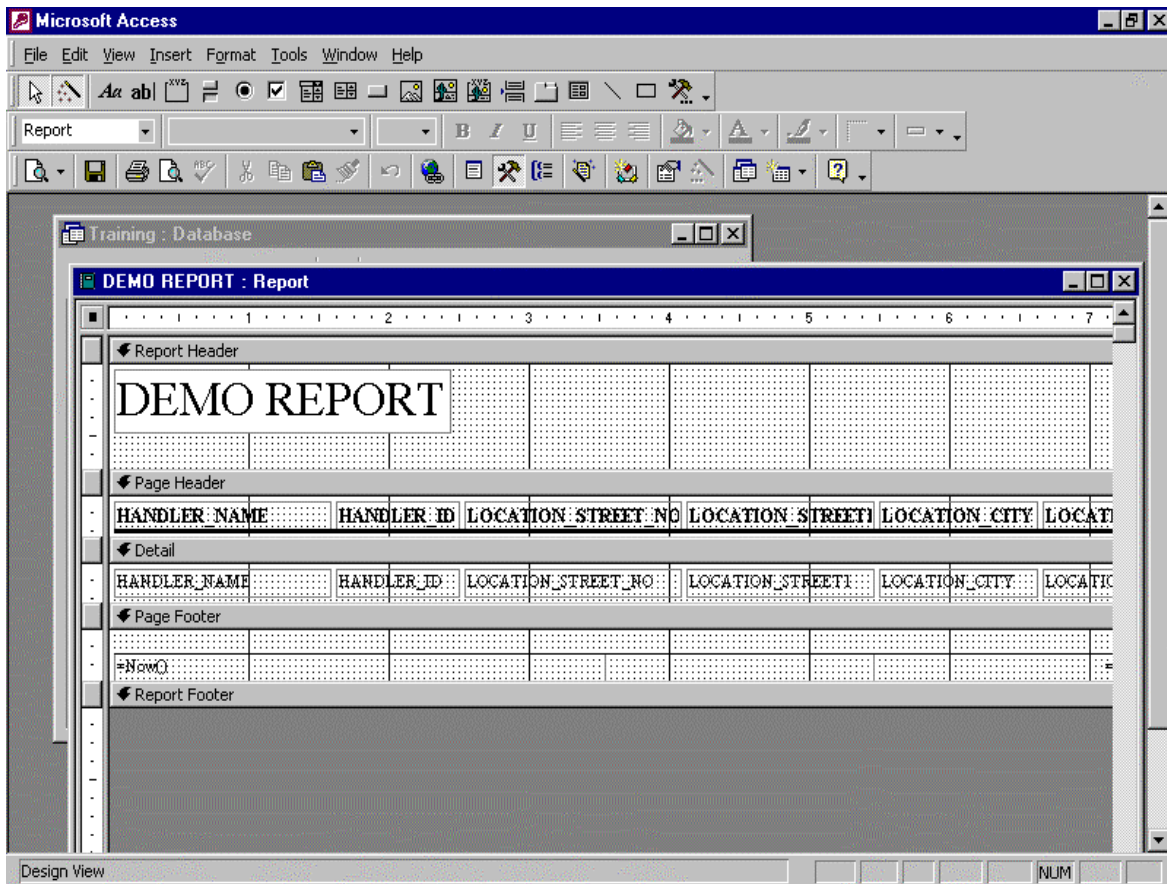
DEMO REPORT

DEMO REPORT

HANDLER_NAME	HANDLER_I	LOCATION_STREET	LOCATION_STREE	LO
123 CLEANERS	ARR000001008	12111	W MARKHAM STE 12	LIT7
3M LITTLE ROCK ARCH ST Q	ARR0000804711		60TH & ARCH ST	LIT7
3M LITTLE ROCK COLLEGE S	ARR0006316083		HWY 363 & 3M ROAD	LIT7
A H ROBINS CO	ARR000002121	7201A	BOLTON ST	LIT7
ABC BUILDING PRODUCTS	ARR0067663173	6902	BRODIE LANE	LIT7
ABF FREIGHT SYSTEMS INC	ARR0981146143	3100	SPRINGHILL DR	LIT7
ACE PLATING WORKS INC	ARR000001003	7613	W 12TH	LIT7

800x600x256

You can then change the appearance of your report as desired.



The report saves automatically when first built. When exiting, you should be prompted to save if you have made any changes.



END OF PRESENTATION

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Implementer Training
July - August, 2000**